Pathologists and Residents

Placing Cytogenetic/Molecular Orders on an Existing Pathology Case

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Introduction

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

There are **<u>three</u>** scenarios to consider:

- 1. Outreach (or Student Health) cases
- a. Includes cases requiring the use of Requisition Entry
- 2. 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	Cases where the Collection Date is OVER 16 Days, 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
Scenario 3	Pg. 6-8	Cases where the Collection Date is NOT OVER 16 Days, you will be pulling up a case, and using order entry to place an order. IMPORTANT: Do not select a UCLA pathologist as the Authorizing Provider. Doing so creates compliance and billing issues

Scenario 1: Outreach (or Student Health) Cases

- 1. <u>E-mail</u> Pathology Outreach Client Services (<u>PathologyOutreachClientServices@mednet.ucla.edu</u>) 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 whether 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. <u>For FISH orders</u>, the cytogenetics lab needs an H&E <u>with the area of tumor circled</u> 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. <u>For molecular orders,</u> the molecular lab needs an H&E, however, circling tumor is <u>not</u> 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.

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: Cases where the Collection Date is OVER 16 Days Old

When a case to which you need to add an order 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 the One Click button on the Patient Station toolbar.

A		☆ <u>W</u> alk In	🛗 Schedule 🗸 🖞	<u>R</u> equest -	🗏 Repor <u>t</u> s 🕶	Patient Options	+ 🖶 Printing +	- 	⑦ ∠ ★ Beview More -
	Patient Summary (Edit) ZzTRNLAB, Alec-LAB (27 yr 1313 Mockingbird Lane	s) Reg Statu	s: Elapsed	DOB:	4/11/1992	E-mail:		^	
	Los Angeles CA 90023	SSN Home:	xxx-xx-8937 310-555-5555	Preferred Language: Mobile:	English	Needs No Interpreter? Work:			No past appts
	Guarantor Accounts								
	Account Name		Acct Ve Status	r Acct#	Serv Area	Type Fin Ba Class	lance Acct Status	~	No Shows
	Zztrnlab.Alec-Lab		Elapsed	10011	36046 UCLA	P/F COMM 0.0	0		

3. Select the first available time slot.

Lab Walk	Lab Walk In												
Today, Monday August 26, 2019													
TRANSPL	ANT, LAB i	n PATH LAI	B SVCS MP	2 145									
1:30 PM 15 min	1:45 PM 15 min	2:00 PM 15 min	2:15 PM 15 min	2:30 PM 15 min	2:45 PM 15 min	3:00 PM 15 min	3:15 PM 15 min	3:30 PM 15 min	3:45 PM 15 min	4:00 PM 15 min	4:15 PM 15 min	4:30 PM 15 min	
4:45 PM 15 min	5:00 PM 15 min	5:15 PM 15 min	5:30 PM 15 min	5:45 PM 15 min	6:00 PM 15 min	6:15 PM 15 min	6:30 PM 15 min	6:45 PM 15 min	7:00 PM 15 min	7:15 PM 15 min	7:30 PM 15 min	7:45 PM 15 min	
8:00 PM 15 min	8:15 PM 15 min	8:30 PM 15 min	8:45 PM 15 min	9:00 PM 15 min	9:15 PM 15 min	9:30 PM 15 min	9:45 PM 15 min	10:00 PM 15 min	10:15 PM 15 min	10:30 PM 15 min	10:45 PM 15 min	11:00 PM 15 min	
11:15 PM 15 min	11:30 PM 15 min	Manual											

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





- 5. Fill out Accident related? field.
- 6. Fill out the Referring Provider field.



- 7. In Care Teams section of the registration, click on Attending Provider field
- 8. In **Add Attending** field type "=", this will set attending provider the same as referring provider.
- 9. Click **Continue Check In** on the bottom of the page.

Care Teams Px/Dx Patient Pharmac Documents	Additional Items
SPECIALTY BILLING	Care Teams Add Attending: Team Member Attending ① View Secure Chat availability and start a conversation. Got It Grossman, Mark S., MD 🖓 🕻

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

Cove	rage	s for Hospital Accou	int					
	FO	Payor	Plan/Group	Subs Nam	е	Subs ID	Ver Stat	
1	1	AETNA US HEALTHCAR	AETNA US HEALTHCAR	ZZTRNLAE	, ALEC-LAE	15161515A	Elapsec	
 								
Us	e Defa	ult 🗍 🗖 Do not bill insuran	() an	Conav Info	Terminate Cancel	Add Cvo Re Back	move <u>N</u> ext	Accept

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

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a. Double-click the newly scheduled appointment.

Be careful to select the correct appointment.

Encounter Hosp Acct	Episode					Current	+/- 7 Days	All	4/12/2019 - 9	/23/2019
Encounter	Status	Date	Time	Location	Dept Phone	Provider		Rea	son	CSN
📩 Appointment	Arrived Appt	09/23/2019	1345	PATH LAB SVCS MP2	1	Grossman	, Mark S., M	D App	ointment	9007111
📩 Appointment	Scheduled Appt	06/24/2019	1100	PATH LAB SVCS MP2	1	Grossman	, Mark S., M	D App	ointment	9007102
😽 Office Visit		04/12/2019	1106	CPN BRENTWOOD	310-208-7777	Grossman	, Mark S., M	D App	ointment	9007102

12. At the bottom of the screen, click ADD ORDER.



13. Follow standard order entry workflow (continue on to page 7, Step 4).

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

1. Open the case in Outstanding List Editor (scan label or enter Case ID in the Search field).



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

Outstanding List - Scanned - 1 out of 1										
🍇 Views 🗸 📱 Case Builder 🔋 Preview Case Report 🕇 Assign 🔻 📴 Case Info 👹 Chart Review 🞴 Comm Log 🧕 Chart Search 👎 Pin 🗕 Remove group from list 🔮 Clear this list										
Search Outstanding Scanned Recent Pinned	Beaker, Testing Six MRN 4488510 M, 38 years. 2/24/1984	SSW-23-00001 Thyroid	Case Type SSW Case Status Signed Out	Responsible Bap, Pathologist Two, MD	0					
M T L Collection Date ID Prote SSW-23-00001	Tissue Exam	●Routine ✓Verified ①	Snapshot Forms	Coding 👂 QA] Charges 📃 Communication More -	⊕					

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Job Aid Pathology Faculty and Residents

Add Follow-up Task

Case Inquiry

Case QA

CC Results

Chart Review

Comm Log

Documents

Flowsheets

Ca Link Orders

Order Entry

D Order Inquiry

Recyaluate Result Checking

Requisition Entry

Restore to Work List

Results Review

Reverse Status

Slide Counts

Transfer

Personalize Toolbar

Holds

😁 🕐 🖍 🗙

*Note:

- a. The way the case was originally accessioned will determine how the add-on order will be placed.
- b. If the case originated in CareConnect through an ambulatory, inpatient, emergency, or
- surgery encounter, *Order Entry* button will be available.
 c. If the case was accessioned via Requisition Entry, *Requisition Entry* will be available to place additional orders.
- d. 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.

4. At the bottom of the screen, click ADD ORDER, and find the appropriate procedure.

FISH		Q				<u>B</u> rowse	Preference List
티 Panels	(No r	esults found)		Search panels by user	Q		
🕯 Medic	ations	(No results found)					
D Proces	dures 🖄						
		Name	Frequency	Туре	Px Code	Pref List	Cost to Org
ΰ	?	FISH Only (Paraffin Embedded Tissue)		Path,Cyt	LAB9206	BKR AMB LAB ORDER	
ĥ		FISH Additional Testing (to be ordered ONLY by Cytogenetics Lab staff)		Path,Cyt	LAB9209	BKR AMB LAB ORDERA.	
۲		FISH Only (Constitutional)		Path,Cyt	LAB9139R	BKR AMB LAB ORDERA.	
ĥ		FISH Only (HER2 Paraffin Embedded Tissue)		Path,Cyt	LAB9206	BKR AMB LAB ORDERA.	
ĥ		FISH Only (Oncology, Heme)		Path,Cyt	LAB9138R	BKR AMB LAB ORDERA.	
ĥ		BCR-ABL1 Diagnostic/Follow Up Assay (FISH, Collect Dark Green Top) (aka FISH)		Path,Cyt	LAB9200	BKR AMB LAB ORDERA.	

Cytogenetics and Molecular 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 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.
Solid Tumor Fusion Panel	LAB9064	This molecular test profiles the RNA in cancer cells to find known and novel gene fusions in 145 cancer genes. It is performed on FFPE tumor tissue specimen and does not require a comparator.





Solid Tumor Molecular	LAB9207	
Testing (being phased		
out in 2024		

- 5. Answer all required order-specific questions (the questions will vary by procedure).
 - a. For FISH [LAB9206], and H&E slide is required. For Solid Tumor Fusion Panel
 [LAB9064] and Solid Tumor Molecular Testing [LAB9207], H&E is required if

Macrodissection is requested.

Please select an existing case for this additional order:								
	Q							
Indicate Block ID								
Please note:	You must send a circled H+E slide to the cytogenetics lab. Please send closest level when possible							
Clinical Indication:	Lymphoma Solid Tumor Fetal Demise							
Comments:	Optional comments (e.g. differential diagnosis, degree of clinical / morphologic suspicion)							
Modifiers:	٩							

FISH Order Questions

Tissue Case/Block Number:			
Macrodissection	Yes 🔎	Yes No	
Please review:	Circled H&E must be 🔎	Circled H&E must be sent to Molecular since macrodissection is requested	
Estimated % tumor (low end)			
Estimated % tumor (high end)			
Here are 2000 or more	cells per slide (or in circled a	rea if macrodissection)	
	Q	Yes No	
• Total unstained slides ordered:			
Reviewing pathologist:	Q		

Solid Tumor Molecular Testing/Fusion Panel Order Questions

- 6. Select the appropriate answers to all required questions, and add any additional information in the *Comments* field, as needed.
- 7. Click Accept when complete.
- 8. Once all the order details are filled out, click **Sign Orders** at the bottom of the screen.

🖶 PRINT AVS 🔺 18 🖹 PEND 🗸 SIGN ORDERS (1) 🔺



- 9. Select an Order Mode of Standard.
- 10. Verify the correct Authorizing Provider.

Standard					(
Standard Standard Standard	Telephone with re	adback	Per protocol: cosign require	d Ordered during downtime	
Per protocol: no cosign required	Transcribed order	Cutove	er: no cosign required		
Within scope of practice: no cosig	n required Admin	istrative	Task		
ordering provider					
GROSSMAN, MARK S.					
					2
Authorizing Providers					->
Authorizing Providers					2
Authorizing Providers or procedures GROSSMAN, MARK S.					2
Authorizing Providers or procedures SROSSMAN, MARK S.					2 S
Authorizing Providers or procedures SROSSMAN, MARK S.				□ Cosign requ	, uire
Authorizing Providers or procedures GROSSMAN, MARK S. Cosigners or procedures				□Cosign requ	vire

Do not select a UCLA pathologist as an Authorizing Provider.

*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 is requesting the add-on testing. In such case, the order mode should be changed to **Verbal with Readback**.

- 11. Click Accept.
- 12. A pop up with a reminder to order recuts will open. Ordering unstained slides to be delivered to the

testing laboratory is an essential part of this workflow, without which this ancillary testing will not

happen.

Order Validation	×				
${}^{\textcircled{1}}$ You can proceed and sign these orders, but the following information is missing or might require your attention:					
Please enter Case Builder, and order 'Recut Unstained 5u and Send to Molecular x10 (Solid Tumor & Pan-Cancer Panel)' protocol on the appropriate block in the associated parent surgical case. Please send the H&E slides along with unstained recuts to MDL.					
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	✓ <u>A</u> ccept X Cancel				

