

**Pathologists and Residents**

# **Placing Cytogenetic/Molecular Orders on an Existing Pathology Case**

Page intentionally left blank

# 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 **three** 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
<b>Scenario 1</b>	Pg. 3	Outreach (or Student Health) cases, you will primarily be documenting via email what your needs are for testing.
<b>Scenario 2</b>	Pg. 4-5	<p>Cases where the Collection Date is <b>OVER</b> 16 Days, you will be going through an additional step of creating an encounter, and then placing an order on the case.</p> <p><b>The additional step is required as after 16 days, the original encounter has been closed due to billing considerations.</b></p> <p>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</p>
<b>Scenario 3</b>	Pg. 6-8	<p>Cases where the Collection Date is <b>NOT OVER</b> 16 Days, you will be pulling up a case, and using order entry to place an order.</p> <hr/> <p><b>IMPORTANT:</b> Do not select a UCLA pathologist as the Authorizing Provider. Doing so creates compliance and billing issues</p> <hr/>

## Scenario 1: Outreach (or Student Health) Cases

1. **E-mail** Pathology Outreach Client Services ([PathologyOutreachClientServices@mednet.ucla.edu](mailto: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 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. **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.

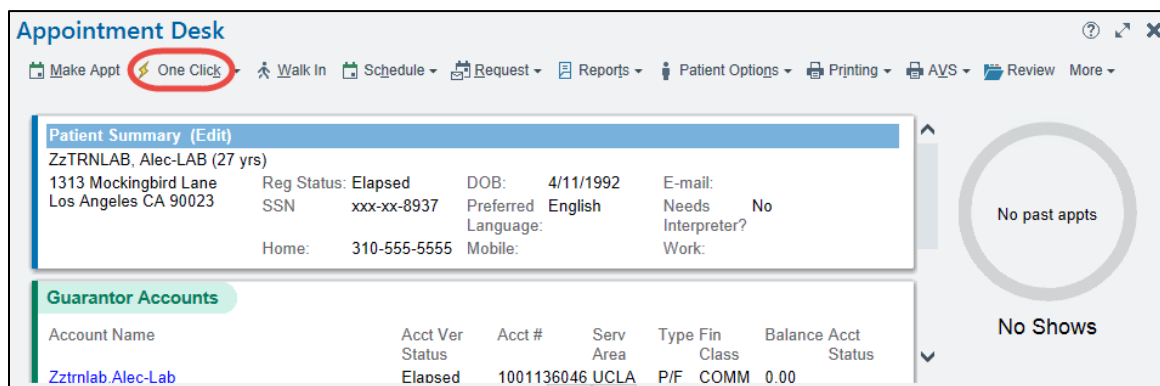
MISSING ANY OF THIS INFORMATION MAY RESULT IN DELAYED PROCESSING OF RESULTS.

- 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.

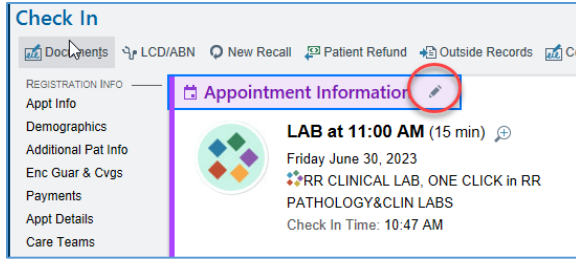
- 1. Open *Patient Station* for your patient.
- 2. Click the **One Click** button on the *Patient Station* toolbar.



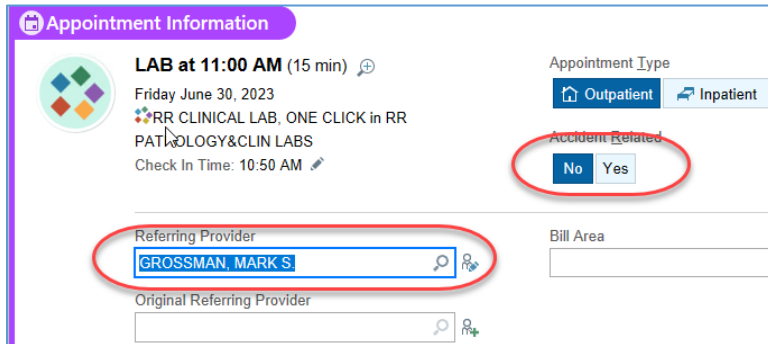
- 3. Select the first available time slot.



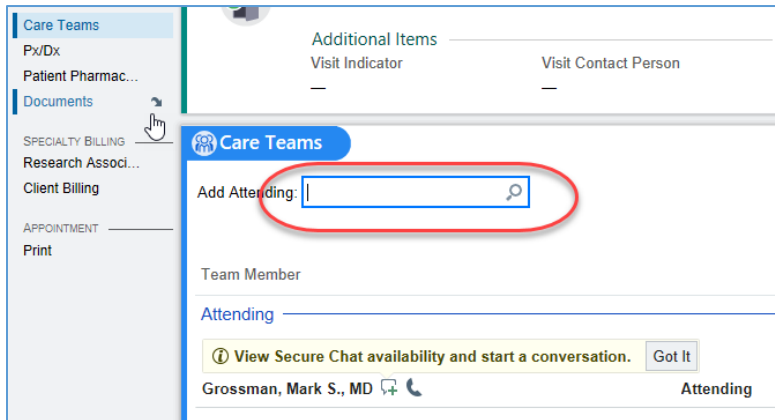
- 4. Click on the **Appointment Information** folder of the registration.
  - a. Information is required for billing must be filled out on the encounter.



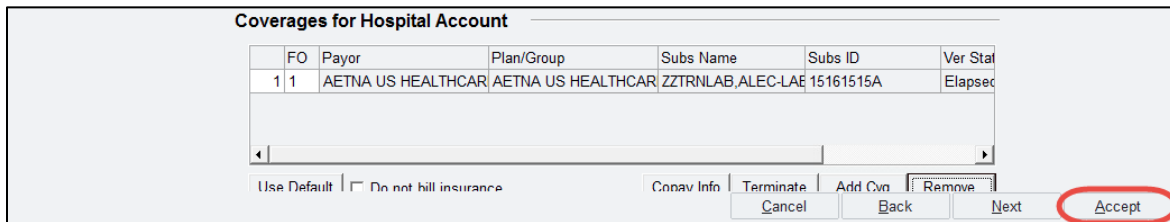
5. Fill out **Accident related?** field.
6. Fill out the **Referring Provider** field.



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.



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



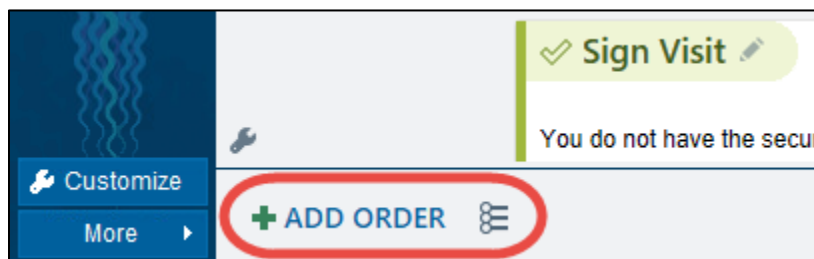
11. You are back in *Patient Station* for the previously selected patient.

- a. Double-click the newly scheduled appointment.

Be careful to select the correct appointment.

Encounter	Hosp Acct	Episode	Date	Time	Location	Dept Phone	Provider	Reason	CSN
Appointment		Arrived Appt	09/23/2019	1345	PATH LAB SVCS MP2 1		Grossman, Mark S., MD	Appointment	9007111
Appointment		Scheduled Appt	06/24/2019	1100	PATH LAB SVCS MP2 1		Grossman, Mark S., MD	Appointment	9007102
Office Visit			04/12/2019	1106	CPN BRENTWOOD	310-208-7777	Grossman, Mark S., MD	Appointment	9007102

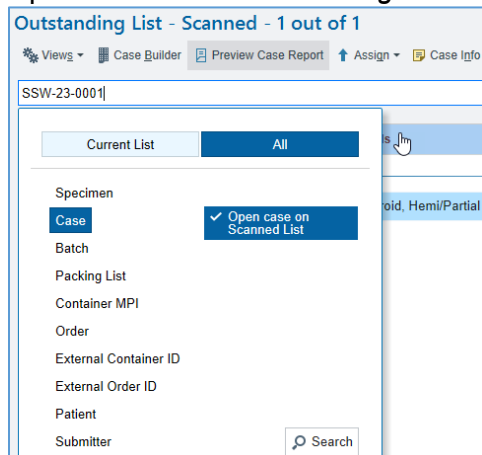
12. At the bottom of the screen, click **ADD ORDER**.



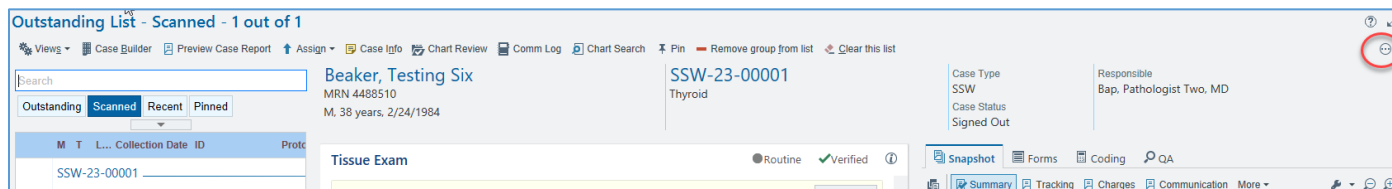
13. Follow standard order entry workflow (continue on to page 7, Step 4).

### 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**.\*

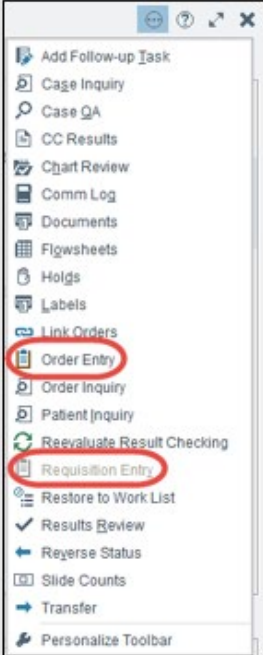


**\*Note:**

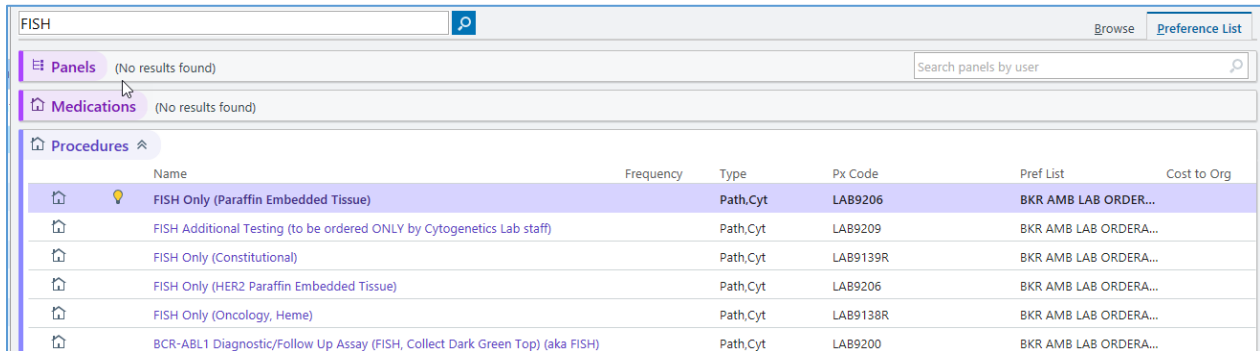
- The way the case was originally accessioned will determine how the add-on order will be placed.
- If the case originated in CareConnect through an ambulatory, inpatient, emergency, or surgery encounter, **Order Entry** button will be available.
- If the case was accessioned via Requisition Entry, **Requisition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

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.



The screenshot shows a search bar with 'FISH' entered. Below the search bar are tabs for 'Panels', 'Medications', and 'Procedures'. The 'Procedures' tab is active, displaying a table of procedures.

Name	Frequency	Type	Px Code	Pref List	Cost to Org
FISH Only (Paraffin Embedded Tissue)		Path,Cyt	LAB9206	BKR AMB LAB ORDER...	
FISH Additional Testing (to be ordered ONLY by Cytogenetics Lab staff)		Path,Cyt	LAB9209	BKR AMB LAB ORDERA...	
FISH Only (Constitutional)		Path,Cyt	LAB9139R	BKR AMB LAB ORDERA...	
FISH Only (HER2 Paraffin Embedded Tissue)		Path,Cyt	LAB9206	BKR AMB LAB ORDERA...	
FISH Only (Oncology, Heme)		Path,Cyt	LAB9138R	BKR AMB LAB ORDERA...	
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. <b>Selecting this order will default HER2 as the probe for testing.</b>
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 Testing (being phased out in 2024)

LAB9207

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:**

**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:**

*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)**

**There are 2000 or more cells per slide (or in circled area if macrodissection)** Yes No

**Total unstained slides ordered:**

**Reviewing pathologist:**

*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**.

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.