

Covid Testing Workflow as of 3.25.2020

Workflow for Covid Testing (Sedalia, Warsaw and Versailles) -no testing in Marshall at this time.

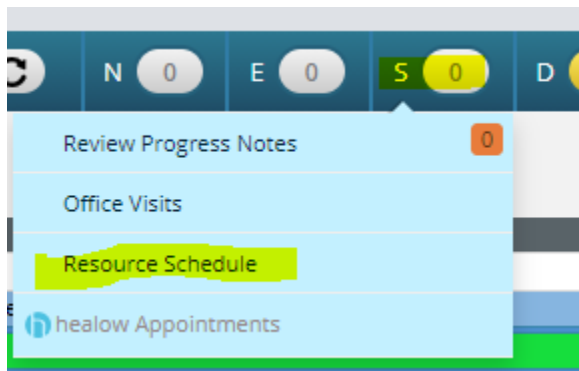
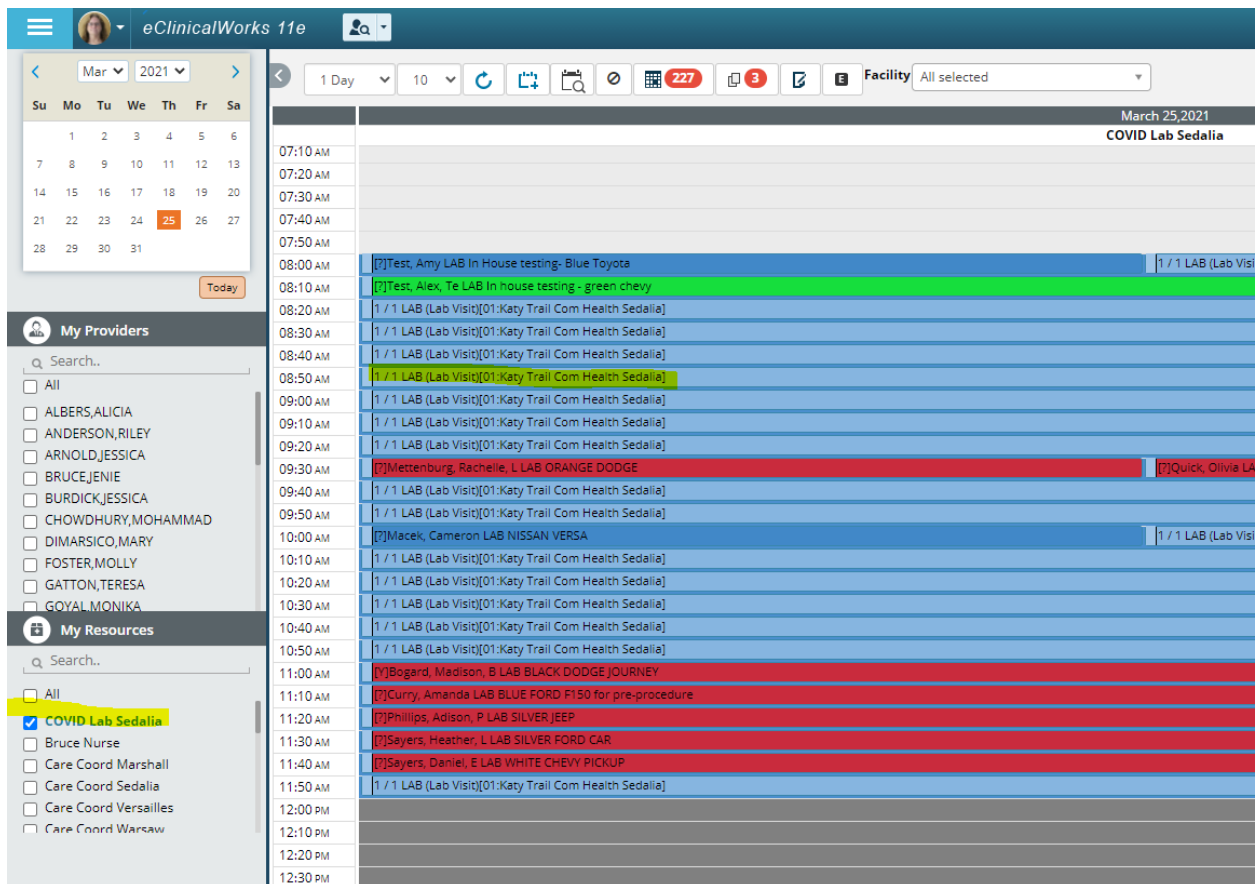
- Patient calls the 1-877 number for covid test.
- PSR sets up appointment with patient.

Sedalia Provider – Tedrow

Warsaw Provider- Tedrow

Versailles Provider – DiMarsico

- The employee will open the resource schedule and use a blank appointment time to create an appointment:

The screenshot shows the eClinicalWorks 11e interface. On the left, there is a calendar for March 2021, with the 25th highlighted. Below the calendar is a list of providers under 'My Providers' and a list of resources under 'My Resources'. The 'My Resources' list includes 'COVID Lab Sedalia' which is checked. The main area displays a resource schedule for 'COVID Lab Sedalia' on 'March 25, 2021'. The schedule shows a list of appointments with times from 07:10 AM to 12:30 PM. Each appointment entry includes a patient name, a provider name, and a resource name. For example, at 08:00 AM, the appointment is for 'Test, Amy LAB In House testing- Blue Toyota' with provider '1 / 1 LAB (Lab Visit)' and resource '1 / 1 LAB (Lab Visit)'. The schedule is color-coded: blue for regular appointments, green for in-house testing, and red for specific lab tests.

Covid Testing Workflow as of 3.25.2020

Appointment on Thursday, March 25, 2021 TEST, Alex Te Jul 18, 1950 (70 yo M) Acc No. 42835

Patient* x Name ☐ New PT.

Test, Alex, Te | 18 Jul 1950 | 660-221-8084 | mlynch@katyhealth.org

Appointment

Facility* POS* Provider*
 Date* Resource*
 Time* Email

Visit

Visit Type* ☐ LAB (Lab Visit) Reason
 Visit Status ☐ PEN (Pending) Diagnosis

Billing

Open Cases Case Manager
 Referral
 Billing Notes
 General Notes

Co-Pay/ Claim changes for this visit only
☒ Change co-pay for this visit
☐ Non-billable visit

- Once the patient arrives at the location the employee will double click on the name and change the patient to ARR (check in):

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Appointment on Thursday, March 25, 2021 TEST, Alex Te Jul 18, 1950 (70 yo M) Acc No. 42835

Patient* Test, Alex, Te x Name Info Hub ☐ New PT.

Test, Alex, Te | 18 Jul 1950 | 660-221-8084 | mlynch@katyhealth.org

Appointment

Facility* 01:Katy Trail Com b POS* 50 Provider* TEDROW,JEFFREY

Date* 03/25/2021 Resource* COVID Lab Sedalia

Time* 08:10 am 08:20 am Email mlynch@katyhealth.org

Visit

Visit Type* ☐ LAB (Lab Visit)

Visit Status ☒ ARR (Check-In)

Reason In house testing - green chevy

Diagnosis

Transition Of Care

Billing

Open Cases Case Manager N Addl Billing Data

Referral ... N

Billing Notes ...

General Notes

Co-Pay/ Claim changes for this visit only

☒ Change co-pay for this visit 0.00

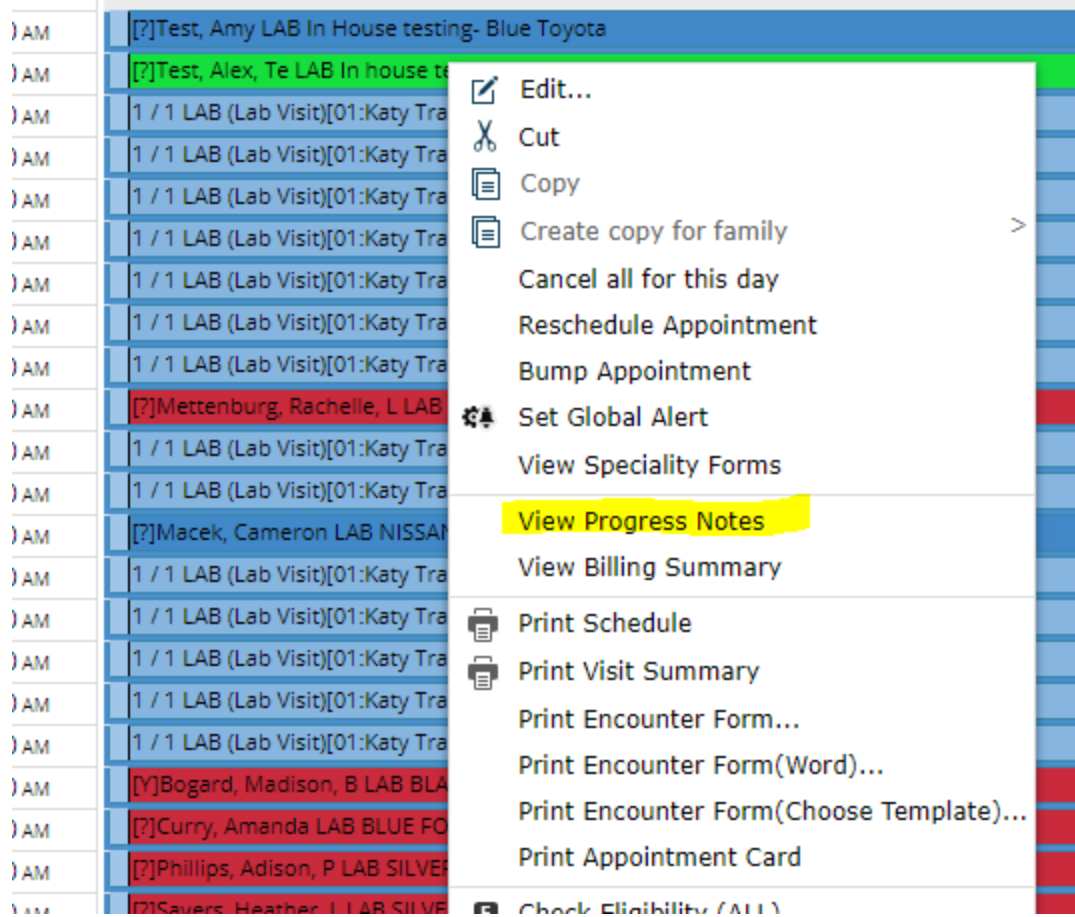
☐ Non-billable visit

Encounters Find Logs Referrals Orders Bubblesheet

Charge Details eClniForms Rx Eligibility Misc Info Treatment Plan OK Cancel

- Next the employee will right click on the name and hit view progress note:

Covid Testing Workflow as of 3.25.2020



The screenshot shows a software interface with a list of appointments on the left and a context menu on the right. The appointments list includes names like 'Test, Amy', 'Test, Alex', '1 / 1 LAB (Lab Visit)', 'Mettenburg, Rachelle', 'Macek, Cameron', 'Bogard, Madison', 'Curry, Amanda', 'Phillips, Adison', and 'Savers, Heather'. The context menu is open over the '1 / 1 LAB (Lab Visit)' entry and contains the following options: Edit..., Cut, Copy, Create copy for family, Cancel all for this day, Reschedule Appointment, Bump Appointment, Set Global Alert, View Speciality Forms, View Progress Notes (highlighted in yellow), View Billing Summary, Print Schedule, Print Visit Summary, Print Encounter Form..., Print Encounter Form(Word)..., Print Encounter Form(Choose Template)..., Print Appointment Card, and Check Eligibility (All).

- Next the employee will click on ROS and choose the S tab across top for social history: and then will click on Covid Testing in the left hand column – it will bring up questions that are to be asked of EVERY patient who is being test for Covid 19.

Covid Testing Workflow as of 3.25.2020

eCW (ToddMcCarthy, Leslie) Production

eClinicalWorks 11e

Pt. Info Encounter Physical Hub

TEST, Alex Te Jul 18, 1950 (70 yo M) Acc No. 42835 ASK EVA

App: (03/25/2021 08:10 am, LAB)

COVID Testing Please verify previously documented categories. Social History Verified

Tobacco Use: COVID Testing

Social Info	Options	Details
Is this the first COVID-19 test you've...		
Are you currently employed in health...		
Recent Hospitalizations?		
Recently admitted into ICU?		
Resident in a congregate care settin...		
Are you currently pregnant?		
Are you symptomatic as defined by ...		

Default per Category Clear Category PDMP S.O./G.I. Copy/Merge

Past Medical History Custom ROS

Objective:

- The employee will hover over each question and ask the patient the question as written – they will click on options – (once for no and twice for yes) – any yes questions will need notes. Once you have completed the questions hit the x to exit the window.

Social History TEST, Alex Te Jul 18, 1950 (70 yo M) Acc No. 42835 ASK EVA

App: (03/25/2021 08:10 am, LAB)

Pt. Info Encounter Physical Hub

COVID Testing Please verify previously documented categories. Social History Verified

Tobacco Use: COVID Testing

Social Info	Options	Details
Is this the first COVID-19 test you've...	No	
Are you currently employed in health...	No	
Recent Hospitalizations?	No	
Recently admitted into ICU?	No	
Resident in a congregate care settin...	No	
Are you currently pregnant?	Yes	
Are you symptomatic as defined by ...	No	

Default per Category Clear Category PDMP S.O./G.I. Copy/Merge


Patient is 28 weeks pregnant at this time

Past Medical History Custom ROS

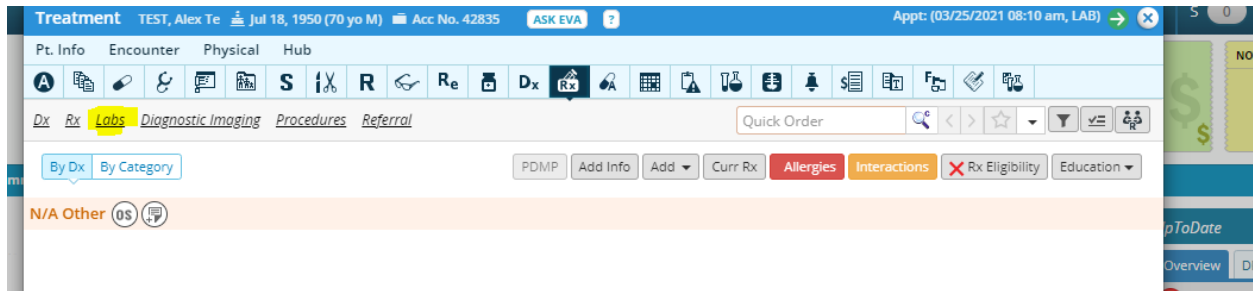
Covid Testing Workflow as of 3.25.2020

- Then you click on the orange treatment word:

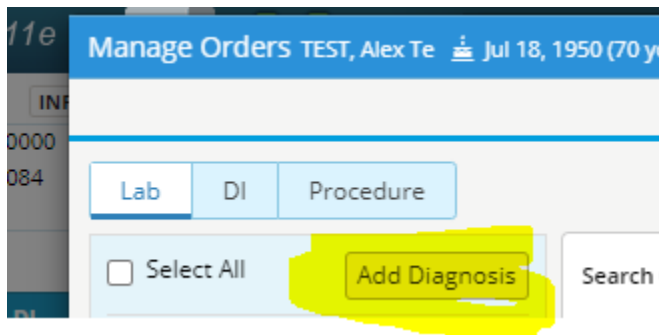
Plan:

Treatment: 

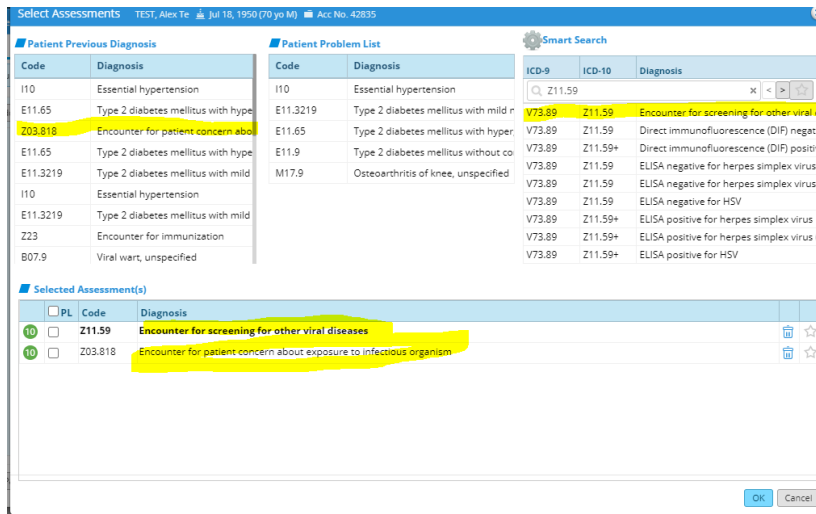
- You choose labs at the top of the treatment window:



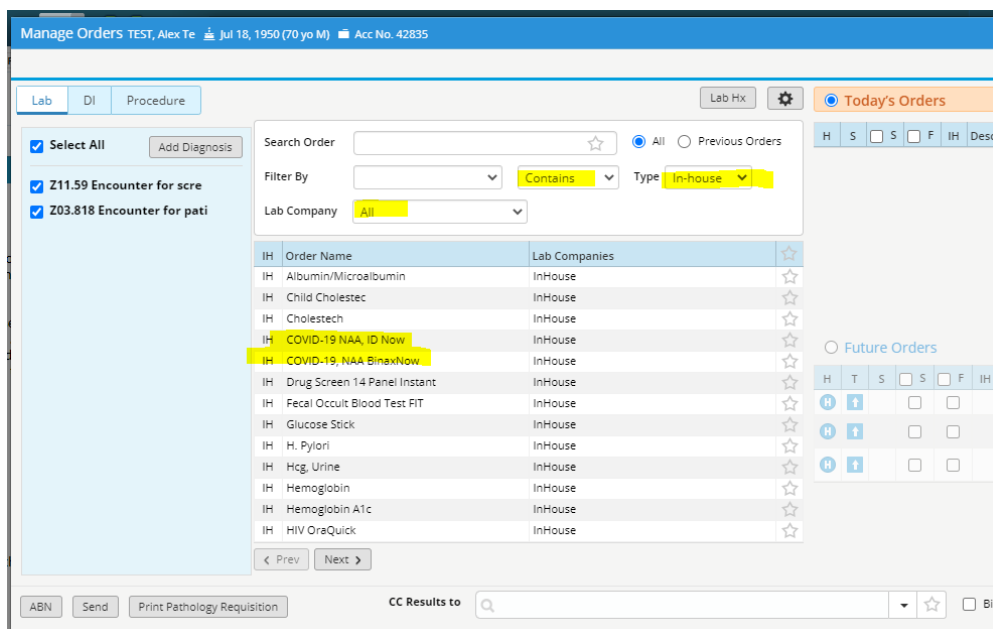
- The Manage orders window will appear and first you need to hit the Add Diagnosis button:



- Add diagnosis Z11.59 Encounter for screening for other viral diseases and Z03.818 Encounter for patient concern about exposure to infectious organisms. **DO NOT CLICK ON THE BOX NEXT TO PL or you will add this to patient problem list** – hit ok and you will return to the manage order screen.

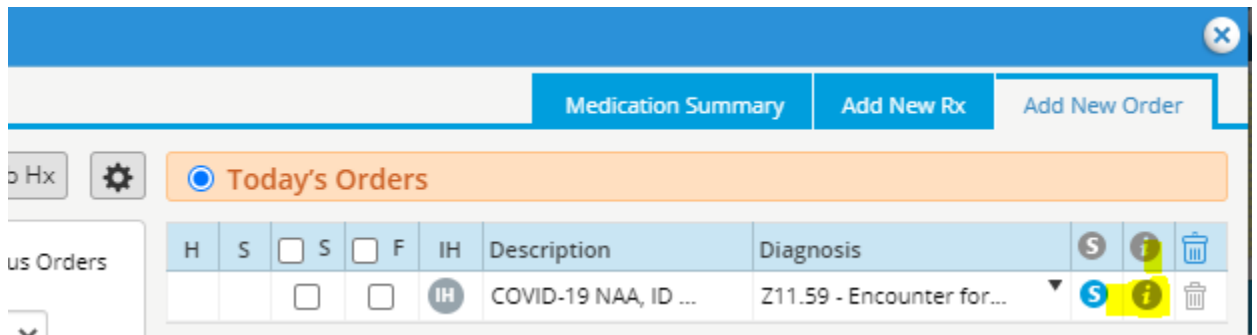
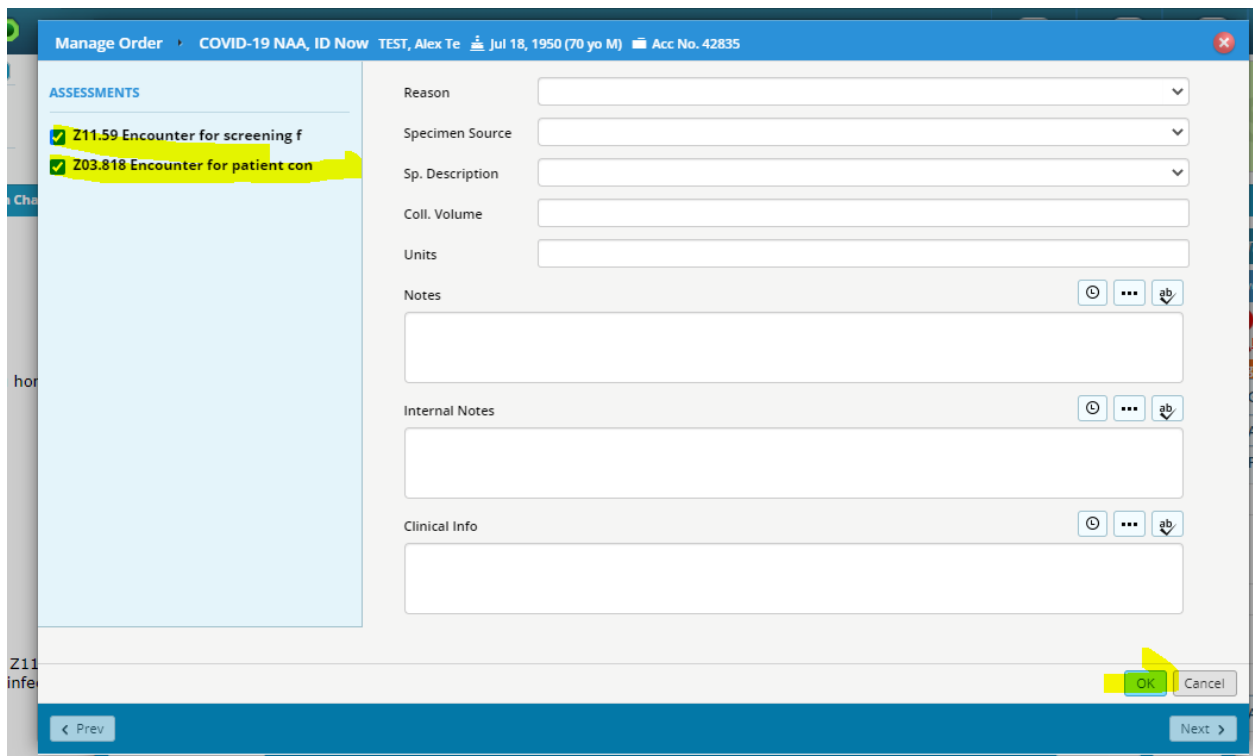


2. Chose the test the person will be taking it can be one of three tests. Usually, we will do one of the rapid test, (Covid-19, NAA ID Now) or (Covid 19, NAA BinaxNow). However, if we do the rapid test and the person is still showing symptoms the provider may request that we do the send out test (2019 Novel Coronavirus (Covid 19) NAA. The process for the two rapid test is the same and we will cover them next. The send out test will be covered later.
- When choosing either of the rapid test you will need to have the Manage order window set up as noted in the picture and you will choose either the Covid-19 NAA ID Now or the Covid-19 NAA BinaxNow:



Covid Testing Workflow as of 3.25.2020

- Again once you choose a test you again have to click on the (i) next to the S on the line for Today's Orders and the following screen appears. Check both assessments and hit ok:

- Once you hit ok you can close the Manage Orders screen and the Treatment window.
- Go to the procedures code orange word and click on it and the following window will appear and make sure both diagnosis and CPT code are present – hit done:

Procedure Codes:  

Billing TEST, Alex Te Jul 18, 1950 (70 yo M) Acc No. 42835 ASK EVA ? Appt: (03/25/2021 08:10 am, LAB)

Pt. Info Encounter Physical Hub

Q ICD Q Description < > Add ICD Auto Map to ICD10

	P	Code	Diagnosis	Specify	Notes
1	*	Z11.59	Encounter for screening for other viral diseases		
2		Z03.818	Encounter for patient concern about exposure to ...		

Q CPT Q Description < > Add E&M Add CPT EMDer Medicare Edits Pop Up

CC	CPT	Name	Units	M1	M2	M3	M4	ICD1	ICD2	ICD3	ICD4
0	99000	SPECIMEN HANDLING	1.00					1 Z11.59	2 Z03.818		

Billing Notes ... ab Clr Follow Up S ... Clr Reason ... Clr

2-3 Ds 1 W 2 W 3 W 4 W 6 W
2 M 3 M 4 M 6 M 1 Y prn

☒ Follow up N/A

< Treatment Addl. Billing Data Confidential Note Close Done

- It will give you a box saying E&M is not selected. Do you want to continue? Say yes.
- The Common send window will appear just hit the x to close.

Common Send TEST, Alex Te Jul 18, 1950 (70 yo M) Acc No. 42835

Patient Orders For Patients

Lab Lab Company Assigned To Clinical Info Comment Print Label

LabcorpOG Specimen Source Volume Unit Fasting Collection Date Time Ordering Facility

03/25/2021 03:21 PM Katy Trail Com Health Sedalia Apply to Selected

☒ Mode Lab Configured For Send To Collection Date/Time SP IH

☐ eTransmit COVID-19 NAA, ID Now InHouse LabcorpOG ☒ SP IH

Progress Notes

Mode Send To Visit Date Visit Type Fax Number


Fax Ref To p 03/25/2021 LAB (Lab Visit) XXX-XXX-XXXX

Printer Settings Only ☒ Items will be sent through the transmit mode selected for each item. Send


Covid Testing Workflow as of 3.25.2020

- Next you will need to record the test results – you will need to click on the pencil next to the test ordered under treatment and another window will pop up to record the results:

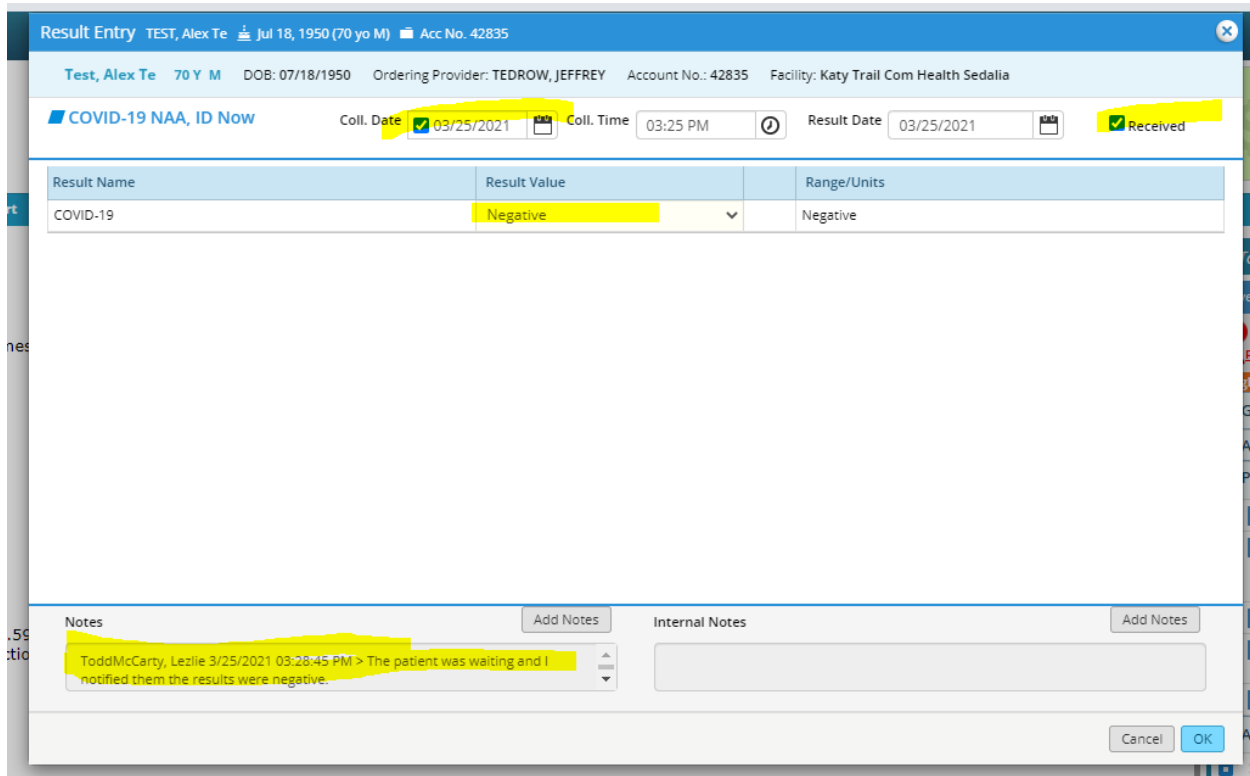
Plan:

Treatment: 

Encounter for screening for other viral diseases

Lab:COVID-19 NAA, ID Now 

- You will check the box next to collection date, click the box next to received and record the result Value (click down arrow and record Negative or Positive). You will need to add notes here that you have informed the patient of the results and will hit ok. If the patient leaves before getting results you can call the patient and put the note in that you informed them when in this window or you can record that you told them in the next step L jellybean.

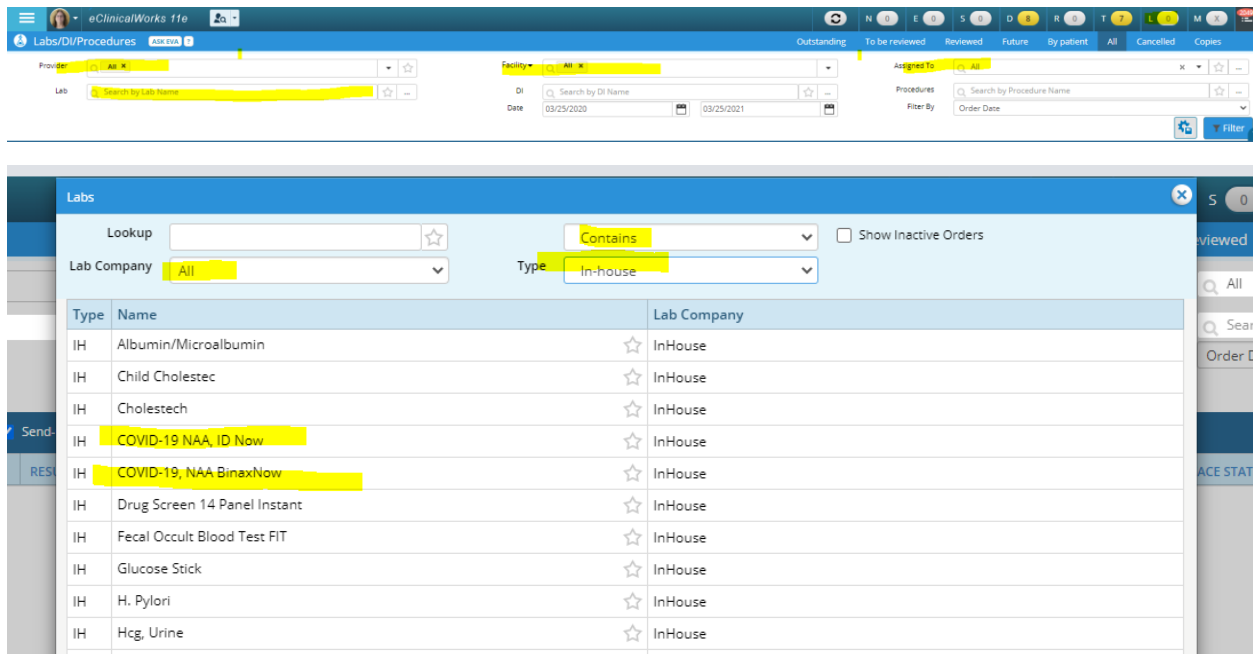


The screenshot shows the 'Result Entry' window for a patient named Alex Te (DOB: 07/18/1950, Account No.: 42835). The test is 'COVID-19 NAA, ID Now'. The collection date is 03/25/2021 at 03:25 PM, and the result date is also 03/25/2021. The 'Received' checkbox is checked. The result table shows a 'Negative' result for 'COVID-19'. The 'Notes' section contains a note from ToddMcCarty dated 3/25/2021 at 03:28:45 PM, stating: 'The patient was waiting and I notified them the results were negative.'

Result Name	Result Value	Range/Units
COVID-19	Negative	Negative

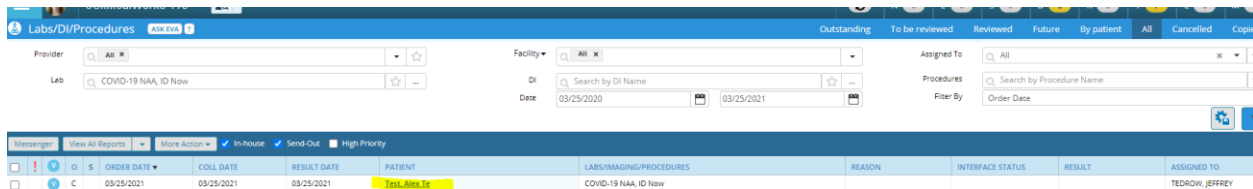
- Next you will need to go to the L Jellybean to look at the to be reviewed tab for this patient. Make sure your jellybean is set up as follows (remember you will need to do for the specific test you performed on that person (ie Covid 19 Now in this example).

Covid Testing Workflow as of 3.25.2020



Type	Name	Lab Company
IH	Albumin/Microalbumin	InHouse
IH	Child Cholestec	InHouse
IH	Cholestech	InHouse
IH	COVID-19 NAA, ID Now	InHouse
IH	COVID-19, NAA BinaxNow	InHouse
IH	Drug Screen 14 Panel Instant	InHouse
IH	Fecal Occult Blood Test FIT	InHouse
IH	Glucose Stick	InHouse
IH	H. Pylori	InHouse
IH	Hcg, Urine	InHouse

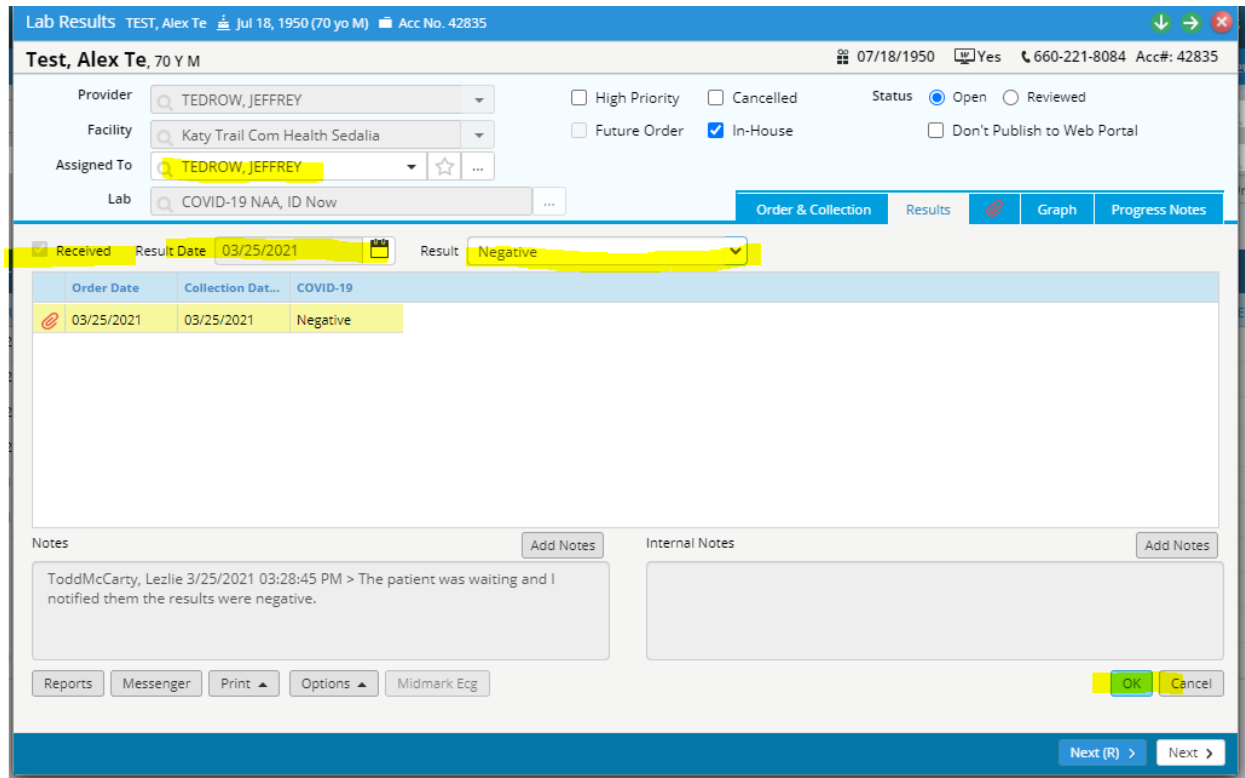
- In this instance I would choose the Covid 19 NAA ID now – don't forget to hit the filter. The following will appear with your patient listed.



ID	ORDER DATE	COLL DATE	RESULT DATE	PATIENT	LABS/IMAGING/PROCEDURES	REASON	INTERFACE STATUS	RESULT	ASSIGNED TO
C	03/25/2021	03/25/2021	03/25/2021	Ted, Alex T	COVID-19 NAA, ID Now				TEDROW, JEFFREY

- Double click on the name and the Lab result window will pop up. You will need to make sure the Received box is checked (it should already be checked), Put in the result again and then make sure the assigned to box shows the provider and hit OK.
- DO NOT CLICK ON REVIEWED – THAT IS FOR THE PROVIDER TO CLICK ON ONCE THEY HAVE REVIEWED.**
- If you have not informed the patient of results yet you can call them and then add notes and document it here as well.

Covid Testing Workflow as of 3.25.2020



Lab Results TEST, Alex Te Jul 18, 1950 (70 yo M) Acc No. 42835

Test, Alex Te, 70 Y M 07/18/1950 Yes 660-221-8084 Acc#: 42835

Provider: TEDROW, JEFFREY High Priority: ☐ Cancelled: ☐ Status: ☒ Open ☐ Reviewed

Facility: Katy Trail Com Health Sedalia Future Order: ☐ In-House: ☒ Don't Publish to Web Portal: ☐

Assigned To: TEDROW, JEFFREY

Lab: COVID-19 NAA, ID Now

Order & Collection Results Graph Progress Notes

Received Result Date: 03/25/2021 Result: Negative

Order Date	Collection Date	COVID-19
03/25/2021	03/25/2021	Negative

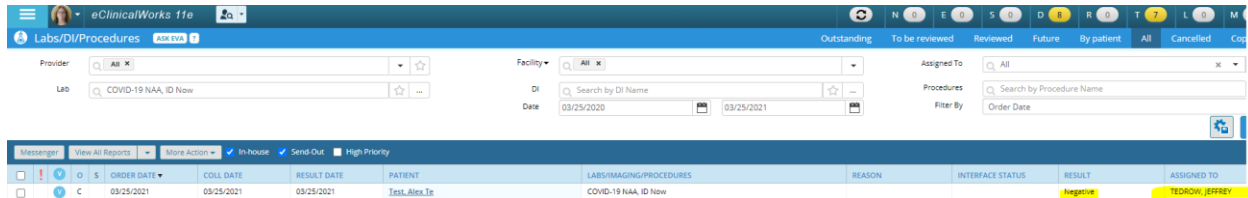
Notes: Add Notes Internal Notes: Add Notes

ToddMcCarty, Lezlie 3/25/2021 03:28:45 PM > The patient was waiting and I notified them the results were negative.

Reports Messenger Print Options Midmark Ecg OK Cancel

Next (R) > Next >

- You will see the result and that the lab has been assigned to provider once you hit ok.



Provider	Facility	DI	Date	Assigned To	Procedures	Filter By
AB	All	Search by DI Name	03/25/2020	All	Search by Procedure Name	Order Date

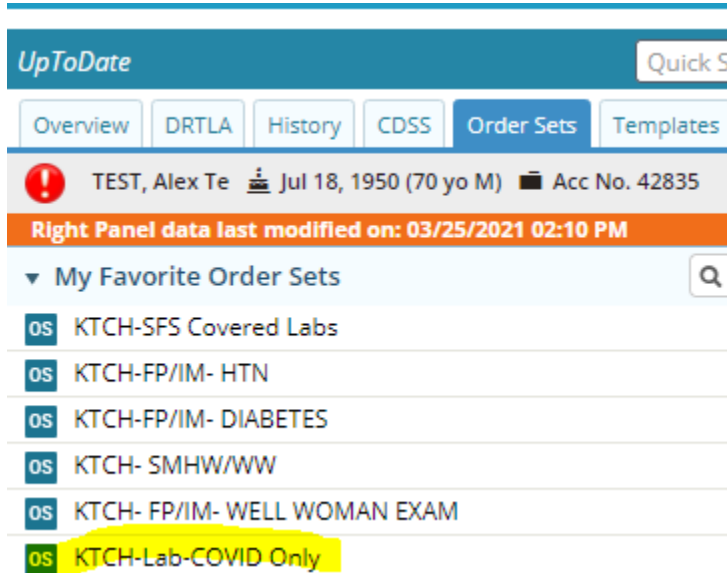
Message	View All Reports	More Action	In-house	Send Out	High Priority
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ORDER DATE	COLL DATE	RESULT DATE	PATIENT	LABS/IMAGING/PROCEDURES	REASON	INTERFACE STATUS	RESULT	ASSIGNED TO
03/25/2021	03/25/2021	03/25/2021	Test, Alex Te	COVID-19 NAA, ID Now			Negative	TEDROW, JEFFREY

- If the test is positive you must fill out the Missouri State CD1 form and fax to the local health department based upon the patient's home address.
- Once the provider reviews the test, they can choose the reviewed button and it will go away or they can assign to someone else if they choose to do a send out lab on the patient or want the patient called for other reasons. In this case the patient will show back up in your jellybean with notes from provider on how to proceed.
- If the provider decides they want the send out test (2019 Novel Coronavirus (Covid 19) NAA) then you will contact the patient if they do not already have an appointment and get them scheduled. You would follow the following procedures for the (2019 Novel Coronavirus (Covid 19) NAA send out (Labcorp – test).
-

Covid Testing Workflow as of 3.25.2020

- You will follow the same checking in procedures as you did for the rapid test including opening the progress note > ROS > S>Covid Testing >ask and record answers to the questions. Then you would order the send out test as follows:
- First you would choose the KTCH-Lab-Covid only order set from Order Set tab:



UpToDate Quick S

Overview DRTLA History CDSS Order Sets Templates

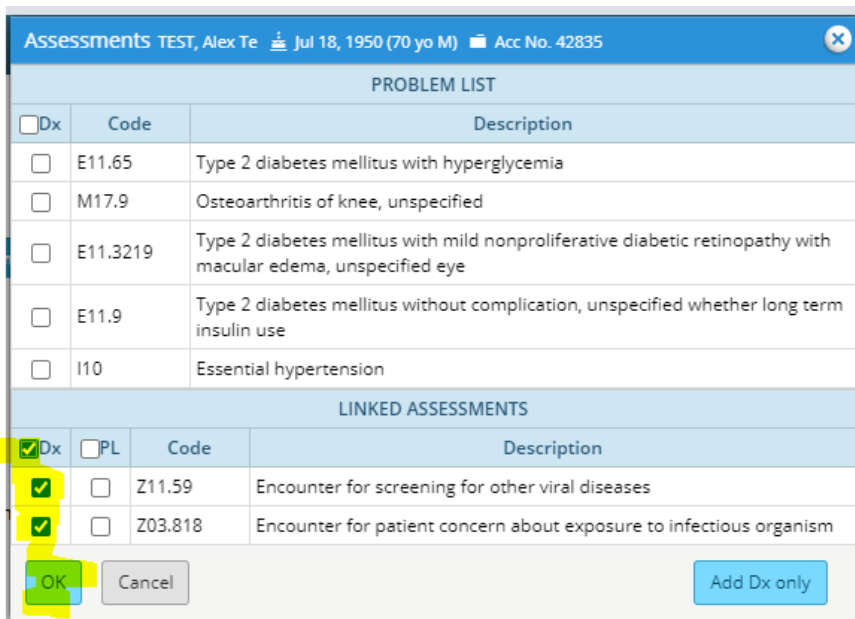
TEST, Alex Te Jul 18, 1950 (70 yo M) Acc No. 42835

Right Panel data last modified on: 03/25/2021 02:10 PM

▼ My Favorite Order Sets

- OS KTCH-SFS Covered Labs
- OS KTCH-FP/IM- HTN
- OS KTCH-FP/IM- DIABETES
- OS KTCH- SMHW/WW
- OS KTCH- FP/IM- WELL WOMAN EXAM
- OS KTCH-Lab-COVID Only**

Once you choose this the following window will appear and you will click on the two linked assessment on the bottom - **CHOOSE THE BOX UNDER DX -DO NOT CHECK THE PL BOX AND CLICK OK:**



Assessments TEST, Alex Te Jul 18, 1950 (70 yo M) Acc No. 42835

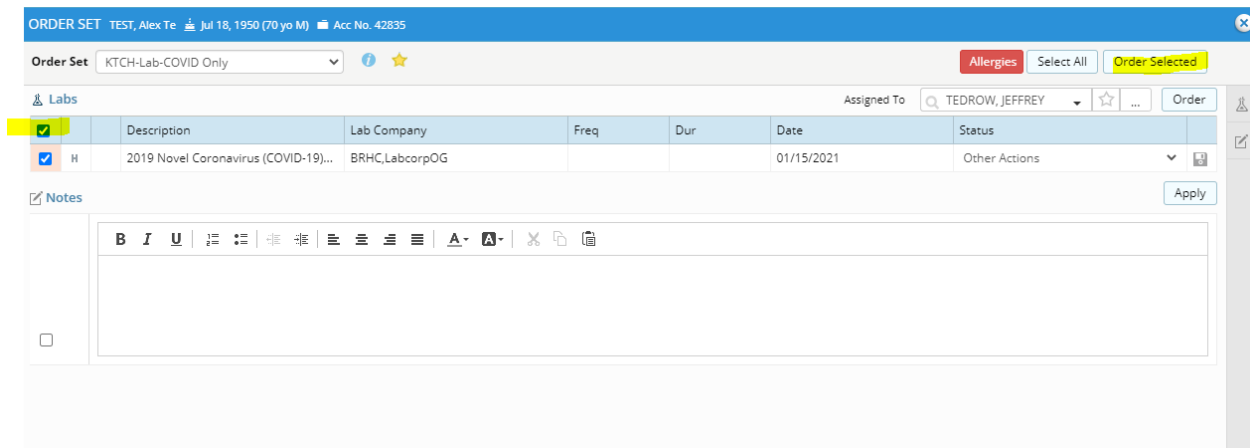
PROBLEM LIST			
<input type="checkbox"/> Dx	Code	Description	
<input type="checkbox"/>	E11.65	Type 2 diabetes mellitus with hyperglycemia	
<input type="checkbox"/>	M17.9	Osteoarthritis of knee, unspecified	
<input type="checkbox"/>	E11.3219	Type 2 diabetes mellitus with mild nonproliferative diabetic retinopathy with macular edema, unspecified eye	
<input type="checkbox"/>	E11.9	Type 2 diabetes mellitus without complication, unspecified whether long term insulin use	
<input type="checkbox"/>	I10	Essential hypertension	

LINKED ASSESSMENTS			
<input checked="" type="checkbox"/> Dx	<input type="checkbox"/> PL	Code	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Z11.59	Encounter for screening for other viral diseases
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Z03.818	Encounter for patient concern about exposure to infectious organism

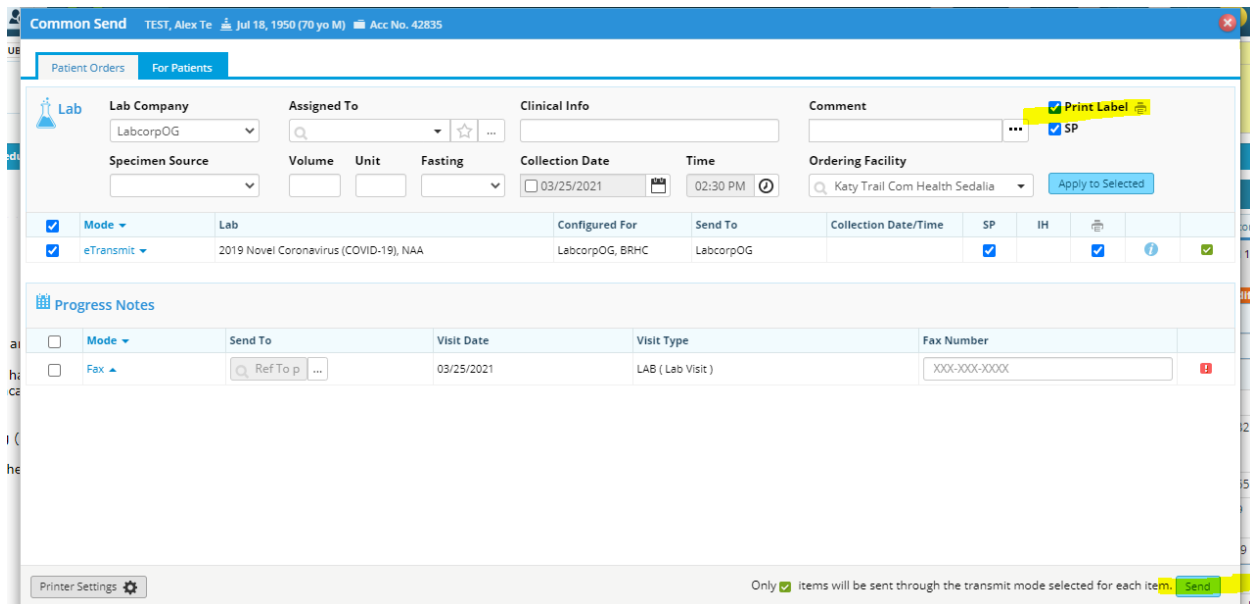
OK Cancel Add Dx only

Covid Testing Workflow as of 3.25.2020

- The next box appears and you will want to check the box under labs and hit order selected:



- Once you hit send the Common send window appears and you will need to make sure you have the print label checked and hit the apply to selected and hit send – it will print the requisition, print the label for the specimen and etransmit the order.



- Got to procedures click on it and verify the CPT coding and ICD show correctly and then hit done:

- Procedures:** 

Billing TEST, Alex Te Jul 18, 1950 (70 yo M) Acc No. 42835 ASK EVA ? Appt: (03/25/2021 08:10 am, LAB)

Pt. Info Encounter Physical Hub

Q ICD Q Description < > Add ICD Auto Map to ICD10

	P	Code	Diagnosis	Specify	Notes
1	x	Z11.59	Encounter for screening for other viral diseases		
2		Z03.818	Encounter for patient concern about exposure to ...		

Q CPT Q Description < > Add E&M Add CPT EMDer Medicare Edits Pop Up

CC	CPT	Name	Units	M1	M2	M3	M4	ICD1	ICD2	ICD3	ICD4
0	99000	SPECIMEN HANDLING	1.00					1 Z11.59	2 Z03.818		

Billing Notes ... Follow Up S ... Reason ...

2-3 Ds 1 W 2 W 3 W 4 W 6 W
2 M 3 M 4 M 6 M 1 Y prn

☒ Follow up N/A

< Treatment Addl. Billing Data Confidential Note Close Done

Return to the resource schedule and change the visit status to CHK to check out.