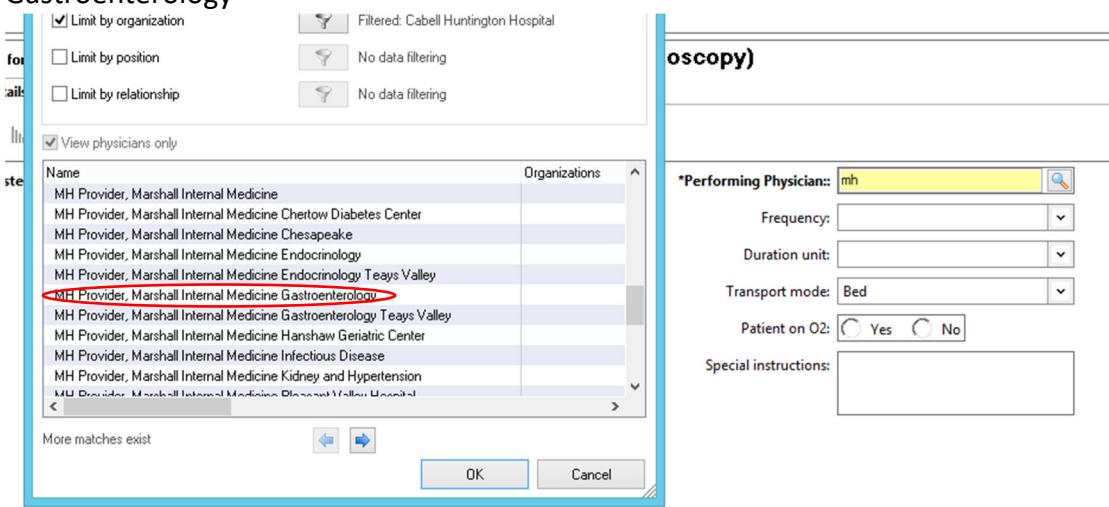


Direct Endoscopic Procedure Work Flow:

1. Add the correct procedure order to the Surgery Scheduling PowerPlan:
 - EGD-CH
 - Colonoscopy-CH
 - EGD/Colonoscopy-CH (if both procedures are needed do not send 2 separate orders)
 - Please make sure to choose the order with “CH” attached!!
2. Ordering physician information can be entered 2 ways:
 - In the “primary surgeon” box choose, MH Provider Marshall Internal Medicine Gastroenterology
3. Once the order is entered a message will be auto-created in the clinical pool of that department.
 - The nurse or staff responsible for obtaining Prior Authorizations in the ordering physicians department will need to retrieve the message and complete the prior auth process.
 - All prior authorization information should be noted on the message. If no authorization is needed, this still needs to be noted in the message.
4. The nurse or staff handling will now Forward the message onto the GI schedulers:
 - CHH Endoscopy Scheduling Pool
5. The nurse or staff will also move the request in Win 32 to the correct queue:
 - CHH Endoscopy
6. Once the schedulers receive the message they will contact the patient, schedule the procedure, note scheduling information on the message, and forward the message back to referring staff.

- Staff can complete/delete the message at that time. The return message serves as notification that the procedure has been scheduled or that schedulers were unable to reach the patient and attempts are documented.