

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

The screenshot displays the 'Performing Physician' selection window. On the left, a list of physicians is shown with 'MH Provider, Marshall Internal Medicine Gastroenterology' highlighted. Above the list, there are checkboxes for 'Limit by organization', 'Limit by position', and 'Limit by relationship', all of which are unchecked. To the right of these checkboxes, there are three buttons labeled 'Filtered: Cabell Huntington Hospital', 'No data filtering', and 'No data filtering'. Below the list, there are 'OK' and 'Cancel' buttons. On the right side of the window, there is a form with the following fields: 'Performing Physician:' (with a dropdown menu showing 'mh'), 'Frequency:' (with a dropdown menu), 'Duration unit:' (with a dropdown menu), 'Transport mode:' (with a dropdown menu showing 'Bed'), 'Patient on O2:' (with radio buttons for 'Yes' and 'No'), and 'Special instructions:' (with a text area).

- Or they can place the order under themselves as the primary surgeon and it will be changed to the appropriate GI physician by the schedulers once the procedure is scheduled.

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.