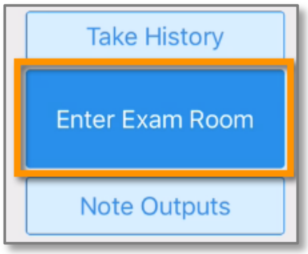
Generate a Path Order (iPad)

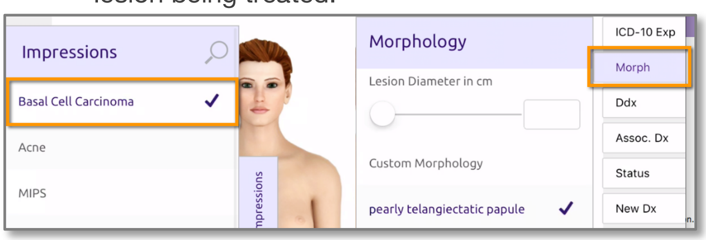
In this guide, you will learn how to create an order for the pathology lab on the iPad version of EMA™. To illustrate this process, below is a scenario in which a biopsy by shave is ordered.

Virtual Exam Room

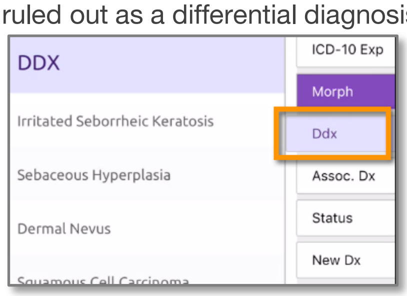
1. Enter the Virtual Exam Room.



2. The order can be created through any plan that indicates pathology or outside pathology; such as a biopsy, shave removal, etc. Select the appropriate **Impression** and **Morphology**. Start with the impression that is being ruled out to ensure a more descriptive morphology of the lesion being treated.



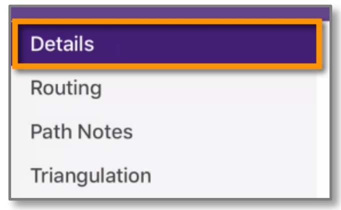
3. Select **Ddx** to change the impression to an unspecified impression i.e. *Neoplasm of Uncertain Behavior* and list the impression being ruled out as a differential diagnosis.



Note: Select additional differential diagnoses, if applicable, or add a custom Ddx. If not necessary, select *Ddx* to close the field.

4. Select the appropriate **Biopsy** plan. EMA has several biopsy options available based on the method of the procedure performed. For example: *Biopsy by Shave Method** or *Biopsy by Punch Method**.

5. Tap the location on the body atlas.
6. Enter all applicable information into the **Details** tab.

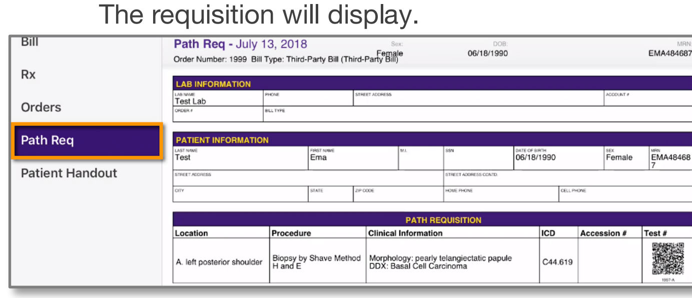


7. If you have a lab integration, select the *Routing* tab and choose the **Lab** this specimen will be sent to You may also select the **Lab Facility** (optional).

8. Select *Done* and **Save Visit Note**.

The Requisition Form

1. To view and print the requisition for the order, navigate to the visit *Overview* tab.
2. Select *Note Outputs*.
3. Select **Path Req.** from the options on the left. The requisition will display.

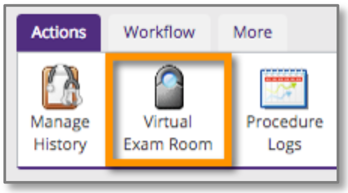


Generate a Path Order (Web)

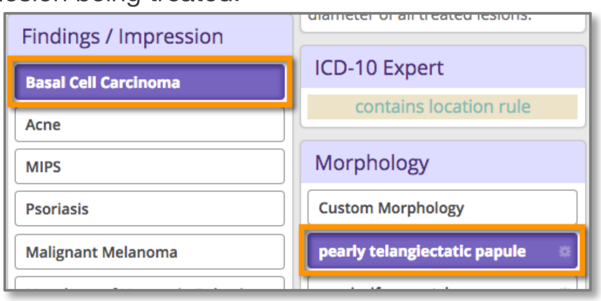
In this guide, you will learn how to create an order for the pathology lab on the Web version of EMA™. To illustrate this process, below is a scenario in which a biopsy by shave is ordered.

Virtual Exam Room

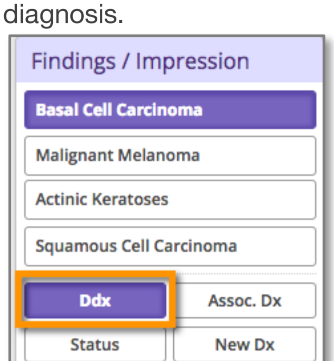
1. Enter the Virtual Exam Room.



2. The order can be created through any plan that indicates pathology or outside pathology; such as a biopsy, shave removal, etc. Select the appropriate **Impression and Morphology**. Start with the Impression that is being ruled out to ensure a more descriptive morphology of the lesion being treated.

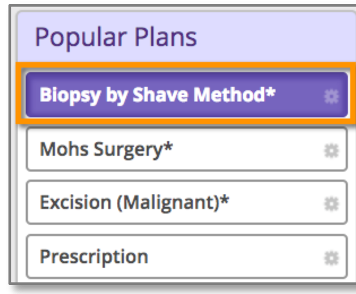


3. Select **Ddx** to change the Impression to an unspecified impression i.e. *Neoplasm of Uncertain Behavior*. This also lists the impression being ruled out as a differential diagnosis.

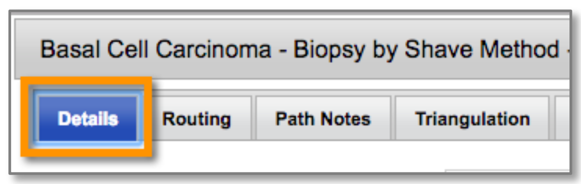


Note: Select additional differential diagnoses if applicable, or add in a Custom Ddx. If it's not necessary to document, select *Done with Ddx* to close the field.

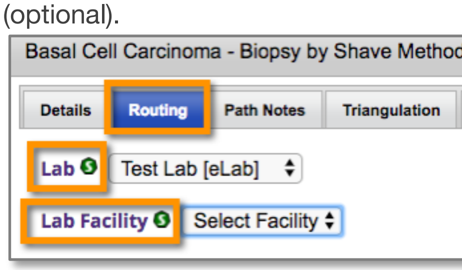
4. Select the appropriate **Biopsy** plan. EMA has several biopsy options available based on the method of the procedure performed. For example: *Biopsy by Shave Method** or *Biopsy by Punch Method**.



5. Tap the location on the body atlas.
6. Enter all applicable information into the **Details** tab.



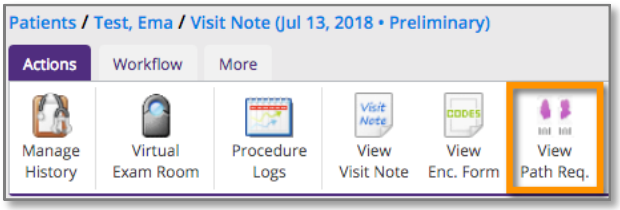
7. If you have a lab integration, select the **Routing** tab and choose the **Lab** this specimen will be sent to. You can also select the **Lab Facility** (optional).



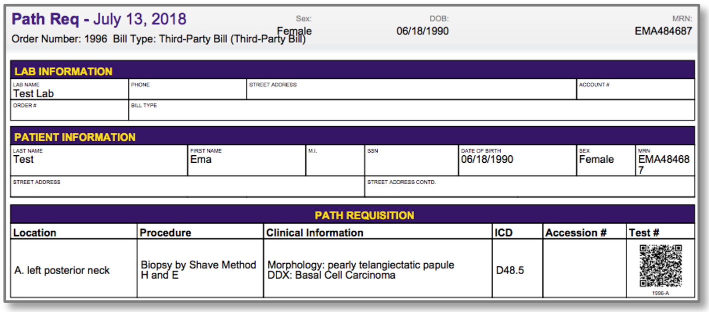
8. Select *Done*, and *Save Visit Note*.

The Requisition Form

To view and print the requisition for the order, navigate to the visit overview and select **View Path Req.**



The requisition will display.



Path Req - July 13, 2018

Sex: Female | DOB: 06/18/1990 | MRN: EMA484687

Order Number: 1996 Bill Type: Third-Party Bill (Third-Party Bill)

LAB INFORMATION

LAB NAME	PHONE	STREET ADDRESS	ACCOUNT #
Test Lab			
ORDER #	BILL TYPE		

PATIENT INFORMATION

LAST NAME	FIRST NAME	M.I.	SSN	DATE OF BIRTH	SEX	MRN
Test	Ema			06/18/1990	Female	EMA484687
STREET ADDRESS			STREET ADDRESS CONTD.			

PATH REQUISITION

Location	Procedure	Clinical Information	ICD	Accession #	Test #
A. left posterior neck	Biopsy by Shave Method H and E	Morphology: pearly telangiectatic papule DDX: Basal Cell Carcinoma	D48.5		1996-A

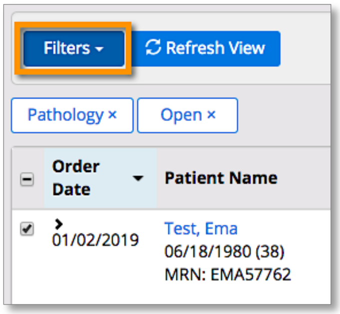
Lab Integration – Send Outbound Orders (Web)

In this guide, you will learn how to electronically send outbound lab orders on the web version of EMA™.

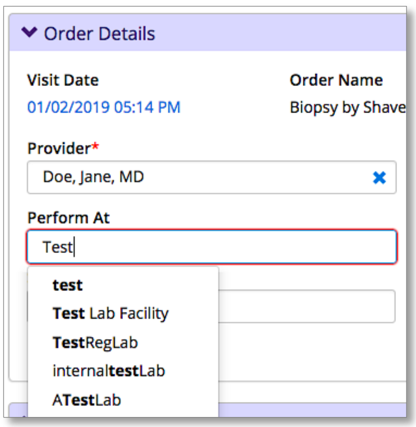
Send Lab Orders

1. Select the **Orders Log** tab in the purple banner.

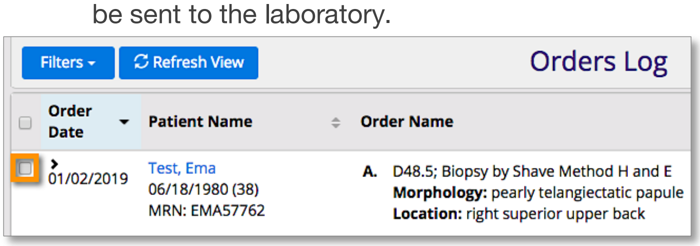
2. Use the filters to narrow down the list of orders.



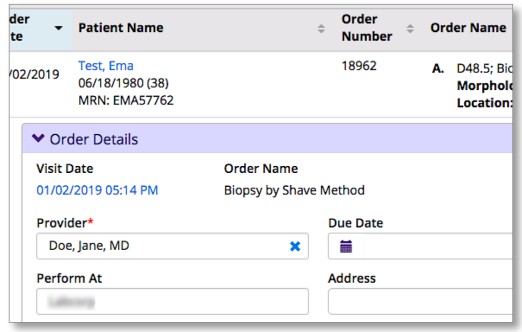
Modify the **Perform At** field, if necessary.



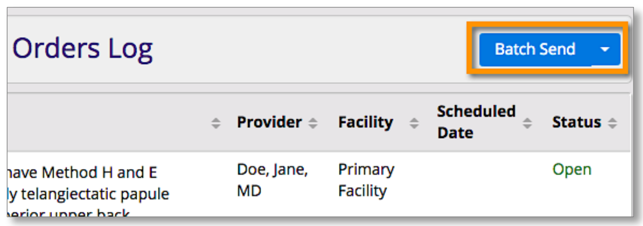
3. Select the checkbox of the orders that need to be sent to the laboratory.



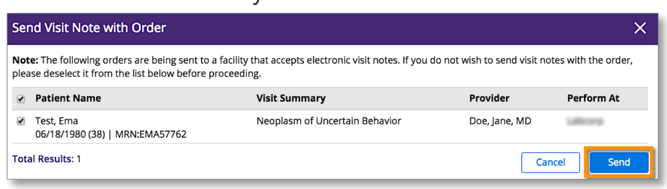
Select the entry to expand the order and view the **Order Details**.



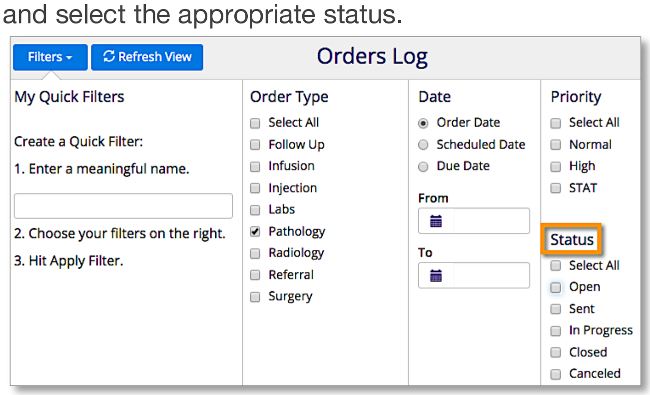
4. When you're ready, select **Batch Send**.



5. Confirm that you want to send the order.



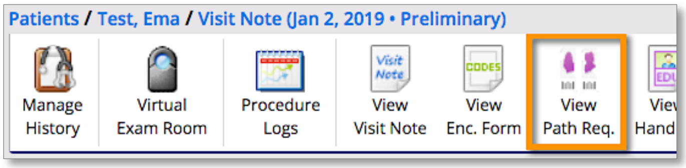
You can view the status of an order by using the **Filters** and select the appropriate status.



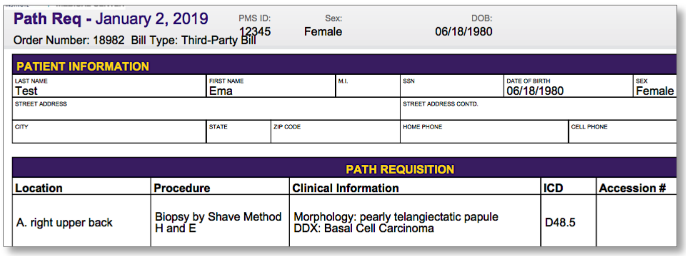
Lab Integration – Send Outbound Orders (Web)

Lab Requisition

When you send an order electronically, you must also print the **Path Requisition** to send to the lab with the specimen. Navigate to the visit overview and select **View Path Req.**



The requisition will display.



Path Req - January 2, 2019 PMS ID: 12345 Sex: Female DOB: 06/18/1980
Order Number: 18982 Bill Type: Third-Party Bill

PATIENT INFORMATION

LAST NAME	FIRST NAME	M.I.	SSN	DATE OF BIRTH	SEX
Test	Ema			06/18/1980	Female

STREET ADDRESS	STREET ADDRESS CONTD.

CITY	STATE	ZIP CODE	HOME PHONE	CELL PHONE

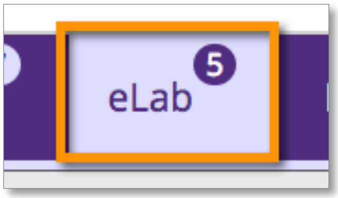
PATH REQUISITION

Location	Procedure	Clinical Information	ICD	Accession #
A. right upper back	Biopsy by Shave Method H and E	Morphology: pearly telangiectatic papule DDX: Basal Cell Carcinoma	D48.5	

Labs Integration – Accept Results

In this guide, you will learn how to assign and accept the results sent by a pathology lab. You will also learn how to match results to the test, reject results, and undo results. This all can only be done on the Web version of EMA™.

Select the **eLab** tab from the top of your screen.



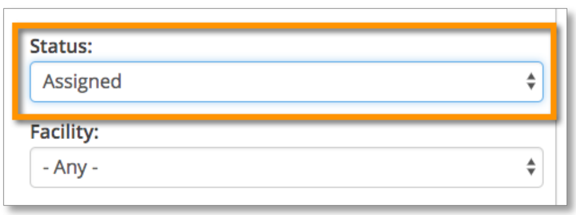
Accept Results

After EMA receives new results, you have the ability to view the *Processed Date*, *Order Number*, *Laboratory*, *Test Result Patient*, and *Matching Confidence*.

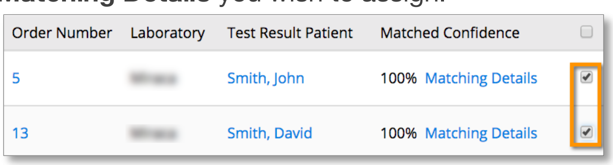
Results Matched at 100%
If the lab has entered all order components corrects, you will receive results with *100% matching detail*.

If you have enabled the *100% Automation* feature in *Practice Settings*, your PRELIMINARY and FINAL results are automatically assigned to the test(s) and moved to the *Assigned* status.

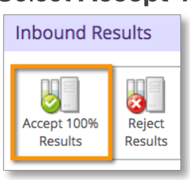
1. To view these results, use the filter icon and select **Assigned** from the **Status** drop-down menu.



2. If you have not enabled the **100% Automation** feature, you will need to manually assign the result. Select the checkbox to the right of **Matching Details** you wish to assign.

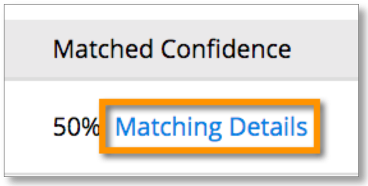


3. Select **Accept 100% Results**.

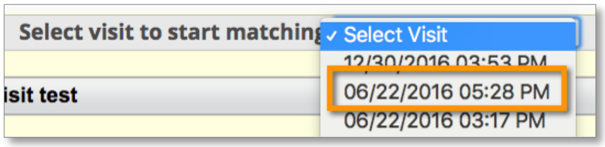


Results Matched at Less Than 100%
If EMA receives a result with less than 100% matching details, you will need to manually match the result.

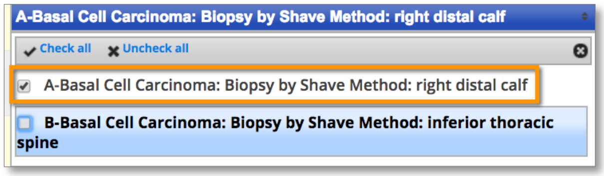
1. Click the blue **Matching Details** link.



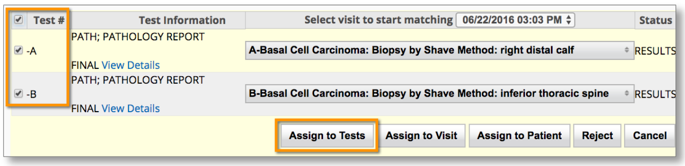
2. Select the visit date from the **Select Visit** drop-down menu.



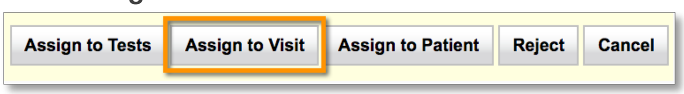
3. Choose the visit test from the **Results** drop-down menu.



4. Choose the result by selecting the checkbox to the left of it. Select **Assign to Tests**.



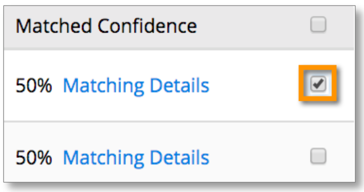
You may receive a result that does not match a visit test. In this case, assign the result to the visit by selecting **Assign to Visit**. If there is not a visit available, select **Assign to Patient**.



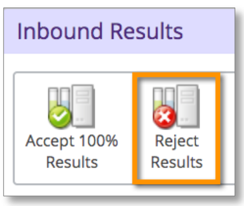
Reject Results

If you receive a result that should not be assigned to a test, visit, or patient, you can reject the result.

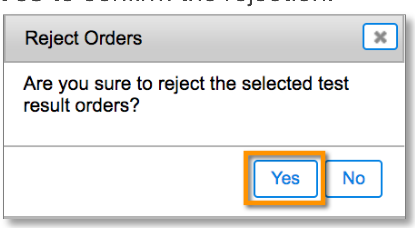
1. Choose the appropriate result by selecting the checkbox to the right of the **Matching Details**.



2. Click **Reject Results** at the top of the page.



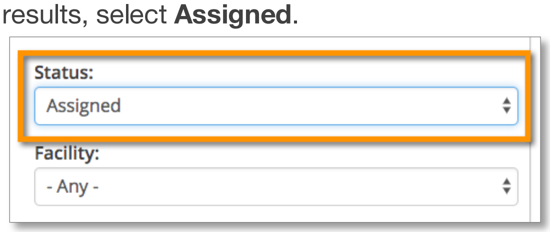
3. When the confirmation pop-up displays, select **Yes** to confirm the rejection.



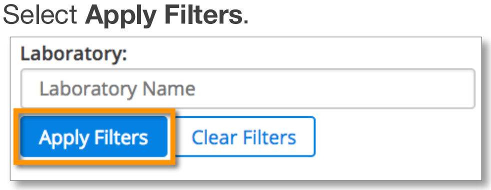
Undo a Result

If you have previously assigned a result to a test, you can undo the assigned result.

1. Using the **Status** drop-down menu to filter results, select **Assigned**.



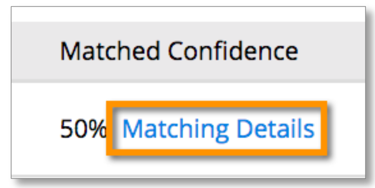
2. Select **Apply Filters**.



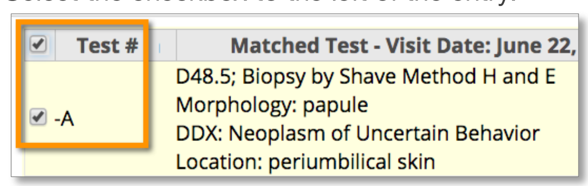
You can narrow your search by filtering other information:

- Patient name
- Provider
- Laboratory
- Processed by – search by the users who performed actions to the results
- Order Number
- Processed from (date) – search using specific dates
- Facility

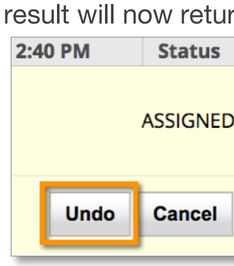
3. After you find the result, select the blue **Matching Details** link to expand the result.



4. From there, you have the ability to choose either the test or the entire result you want to undo. Select the checkbox to the left of the entry.



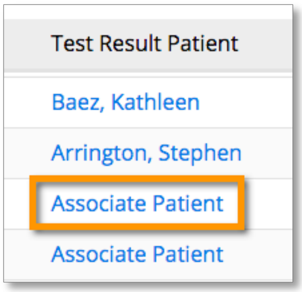
5. Select **Undo** in the bottom right corner. The result will now return to the *Results* status.



Note: You must select the test before you can perform the *Undo* action.

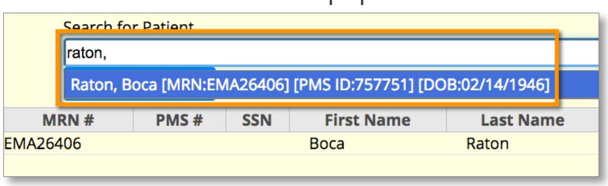
Unmatched Patient

If a lab result comes in without the required patient-matching criteria, the system cannot automatically match it to the patient. That result can be found within the *eLab* tab as a pending result. However, it will require manual matching, it will be labeled with **Associate Patient** in the name field, without a percent of matching details.

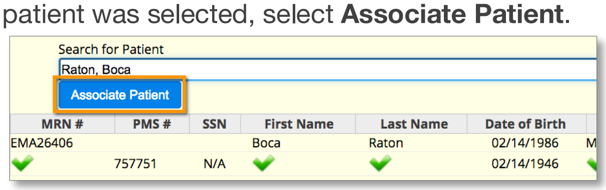


Associate Patient

1. Select the blue *Associate Patient* hyperlink in the *Test Result Patient* column.
2. Enter the patient's name into the search field and select from the list that populates.



3. At the top of the screen that displays, you will see what came in on the result message. At the bottom of that screen, you will see what is currently in EMA for that patient. Green checkmarks indicate the matched items for that specific patient. After verifying that the correct patient was selected, select **Associate Patient**.

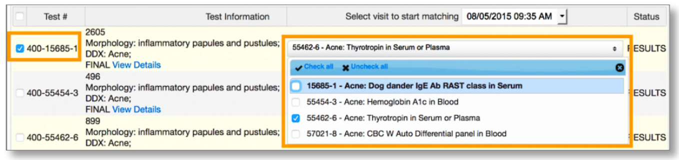


Note: If you did not select the correct patient, start a new search.

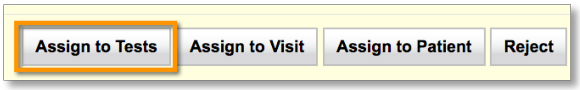
Reflex Tests (Additional Testing for Path)

Reflex Tests are tests added by the lab without an order. For example, if a practice ordered a test, and that test showed an abnormality, the lab that is processing the specimen could add an additional test in order to accurately diagnose the patient.

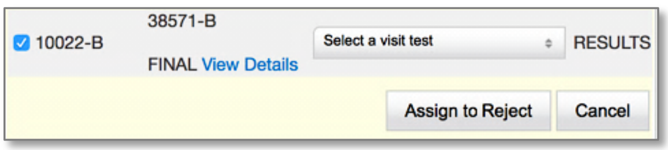
1. Search for a specific patient, or assign the result as you come across it.
2. Select the blue **Matching Details** link.
3. Match each test that belongs to the test ordered in EMA by looking at the corresponding test in the drop-down menu.



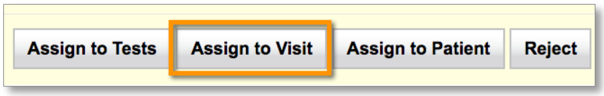
4. Select **Assign to Tests**.



5. After all ordered tests have been matched and assigned, you will see any reflexed or add-on tests that need to be associated to the visit.



6. Assign the Reflex Test to the visit by selecting the checkbox and selecting **Assign to Visit**.



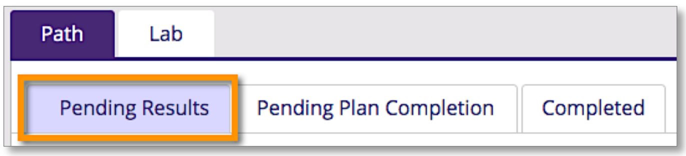
Note: A Reflex Test should always be assigned to the visit, as you will not have a test to assign it to.

Path and Labs – Pending Results with eLab

Practice staff track and manage all specimens sent to the lab for further testing in the Path and Labs in EMA™. The Path and Labs is divided into three sections: Pending Results, Pending Plan Completion, and Completed. In this guide, you will learn the workflow of the *Pending Results* with an eLab integration. Though pathology and clinical specimens can be tracked in the Path and Labs, this guide will only focus on pathology.

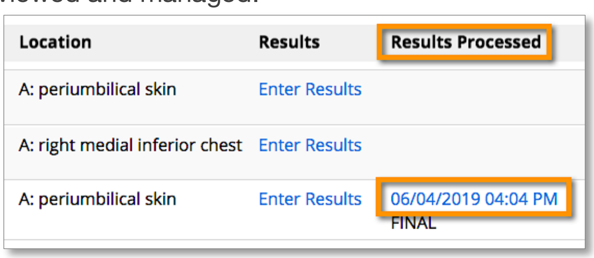
Pending Results

From the *Home Screen*, enter the **Path and Labs** tab, and select the **Pending Results** from the options on the top. Entries listed in the Pending Results are still awaiting results from the lab. Once the report of received, either the provider or clinical staff can enter the results.

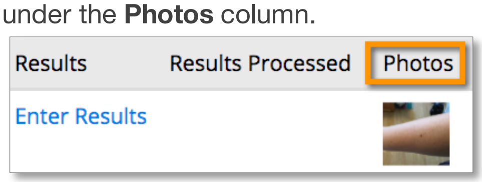


Entering Results

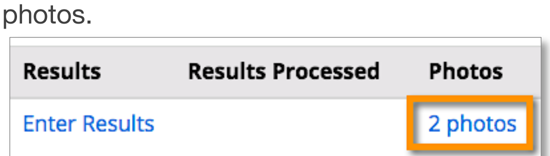
1. When a pathology report has been transmitted from the lab to EMA, a link will populate under the **Results Processed** column. This is notifying the staff that a report is ready to be viewed and managed.



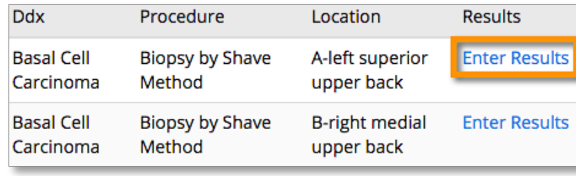
- Photos taken within the Virtual Exam Room and linked to an impression will display under the **Photos** column.



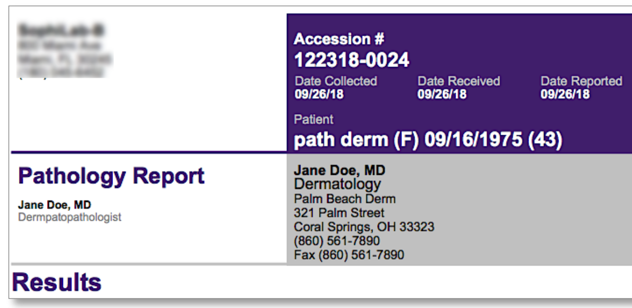
- If multiple photos are associated to one entry, there will be a hyperlink to view those photos.



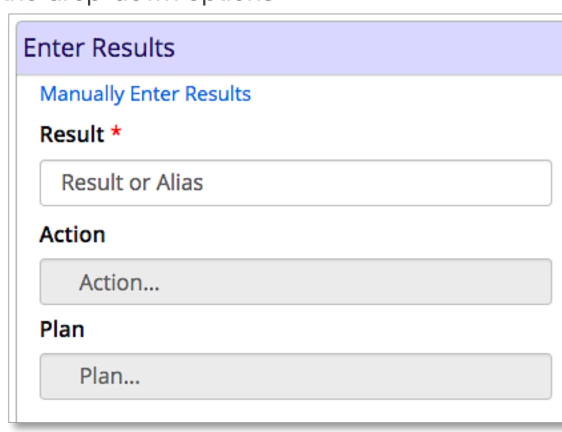
2. Select **Enter Results** to the right of the appropriate entry.



3. A copy of the path report will populate on the right-hand side of the screen.



4. Search for the appropriate **Result** (Basal Cell Carcinoma, Actinic Keratosis, etc.).
5. Select the appropriate **Action** and **Plan** from the drop-down options.

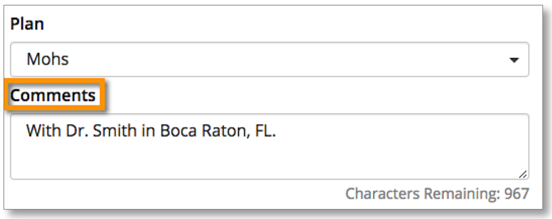


Note: The *Action* and *Plan* drop-down menus are sticky per user, based on the result entered and insurance zone. For example,

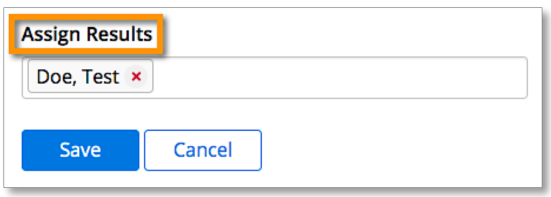
- The patient had a biopsy performed on the *Nose*. The result came back as a *Basal Cell Carcinoma*. The provider enters this result, then chooses the Action and Plan to *Schedule Mohs*.

- The next time the user enters *Basal Cell Carcinoma* on the *Nose*, EMA will automatically populate the Action and Plan to *Schedule Mohs.*

6. In the **Comments** section, free-type any additional information.

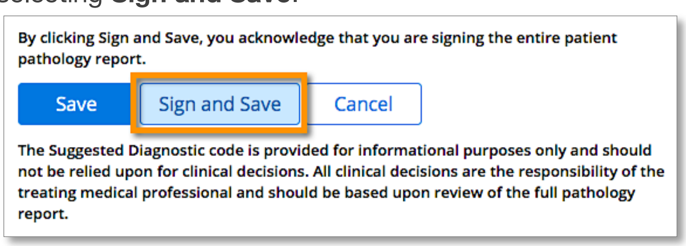


7. In the **Assign Results** section, select a specific user or a staff group to assign that user the result if applicable.



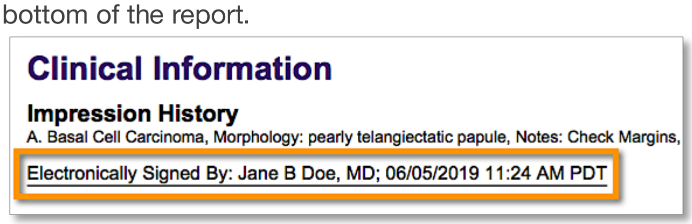
Role of the Provider

If the provider is performing this task, they will have the ability to electronically sign the pathology report by selecting **Sign and Save**.



Note: If the report has multiple results, the provider must review the entire pathology report prior to signing. Once *Sign and Save* has been completed for one entry, *Save* will be the only option available for the remaining entries.

After selecting *Sign* or *Sign and Save*, the entry moves to the *Pending Plan Completion* tab for further management. The provider's signature is located at the bottom of the report.



Role of the Clinical Staff

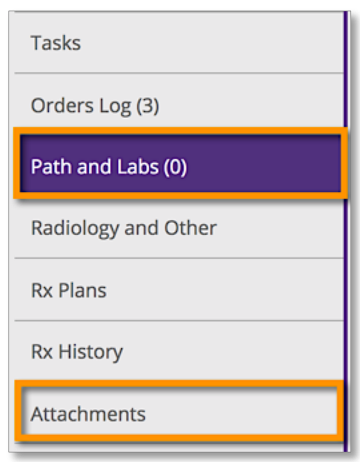
If the provider does not want to use the electronic signature feature, and chooses to sign and review the report outside of EMA, the clinical staff can manage the *Pending Results*. When delegating this task to the clinical staff, the provider only has the option to select **Save** at this time. When this action has been completed, the entry moves to the *Pending Plan Completion* for further management.

As a best practice…

Although any staff member may manage the *Pending Results*, it is recommended the provider performs this task. This ensures accurate pathology results have been entered for further management.

Patient's Chart

The result will be located within the patient's chart in the **Path and Labs** tab and **Attachments** tab.

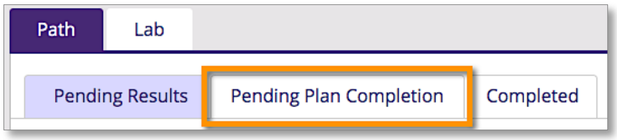


Path and Labs – Pending Plan Completion

Practice staff track and manage all specimens sent to the lab for further testing in the Path and Labs in EMA™. The Path and Labs is divided into three sections: Pending Results, Pending Plan Completion, and Completed. In this guide, you will learn the workflow of *Pending Plan Completion*. Though pathology and clinical specimens can be tracked in the Path and Labs, this guide will only focus on pathology.

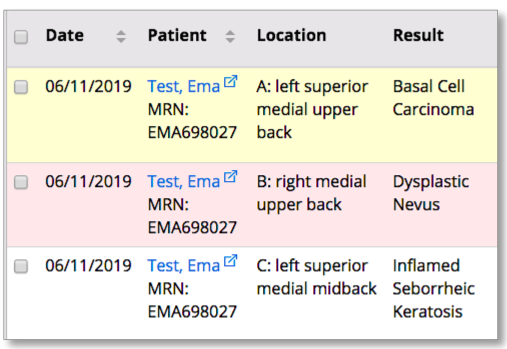
After a result has been entered in the *Pending Results* tab, the entry moves to **Pending Plan Completion**. Here, users can manage the pathology results by notifying patients and marking the entry completed following treatment.

1. Enter the *Path and Labs* tab, and select the **Pending Plan Completion** from the options on the top.



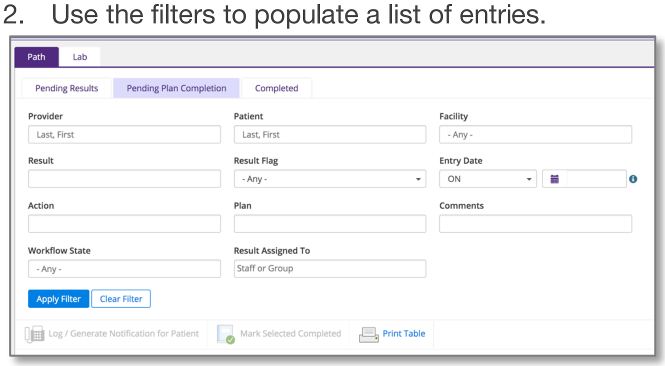
The entries are color-coordinated based on the type of result:

- **White** – Benign
- **Pink** – Precancerous
- **Yellow** – Cancerous



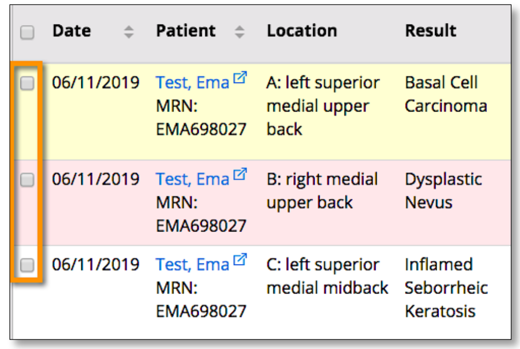
Date	Patient	Location	Result
06/11/2019	Test, Ema MRN: EMA698027	A: left superior medial upper back	Basal Cell Carcinoma
06/11/2019	Test, Ema MRN: EMA698027	B: right medial upper back	Dysplastic Nevus
06/11/2019	Test, Ema MRN: EMA698027	C: left superior medial midback	Inflamed Seborrheic Keratosis

2. Use the filters to populate a list of entries.



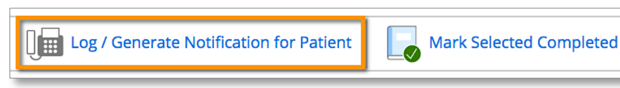
Note: If an entry has been assigned to a specific user or staff group, filter by that specific user or staff group to view the results within the **Results Assigned To** field.

3. To document a phone call to the patient via a *Chart Note*, select the checkbox next to the result(s) you would like to include.

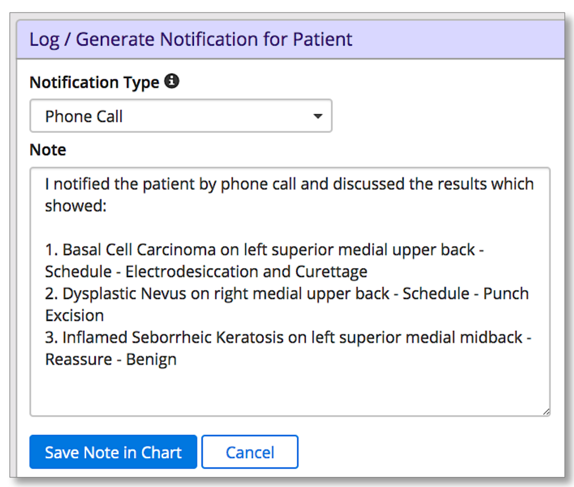


Date	Patient	Location	Result
06/11/2019	Test, Ema MRN: EMA698027	A: left superior medial upper back	Basal Cell Carcinoma
06/11/2019	Test, Ema MRN: EMA698027	B: right medial upper back	Dysplastic Nevus
06/11/2019	Test, Ema MRN: EMA698027	C: left superior medial midback	Inflamed Seborrheic Keratosis

4. Select **Log/Generate Notification for Patient**.

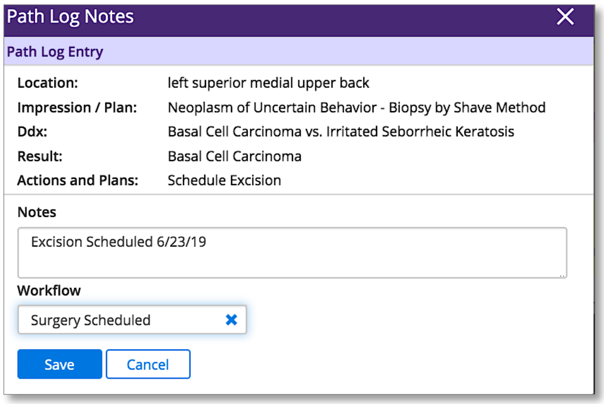


5. Select your **Notification Type** from the drop-down. Depending on the type of template selected, EMA will auto-populate the chart note. This information can be modified, deleted, or additional text may be added.
6. Select **Save Note in Chart** when finished. This will create a *Chart Note* within the patient's permanent record for any staff member to view.

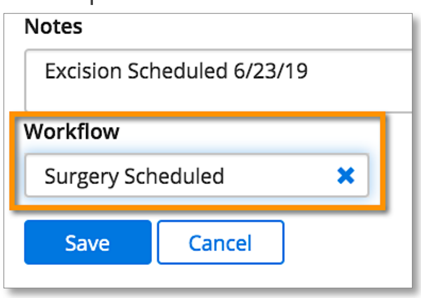


7. If the result requires treatment or additional follow up, the entry will remain in the *Pending Plan Completion* tab until that is done.

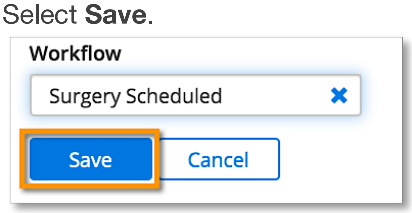
8. Select the **Notes** link to indicate additional information such as the date, time, and procedure that will take place. This can be utilized as a tracking system to easily determine the status of the entry without leaving the Path and Labs. The notes added here are *not* saved into the patient's permanent record; these are strictly internal.



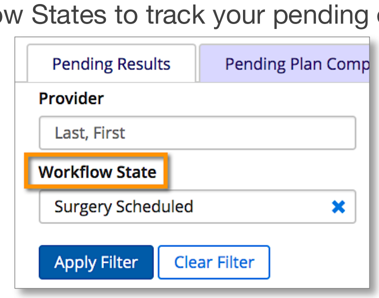
- Select a **Workflow** to track the entry that requires treatment or additional follow up.



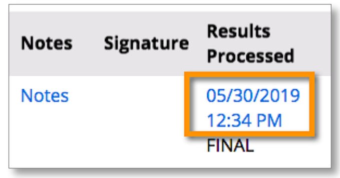
- Select **Save**.



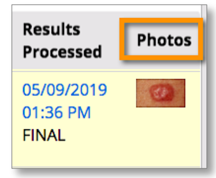
Note: Use the filter options to filter by different Workflow States to track your pending entries.



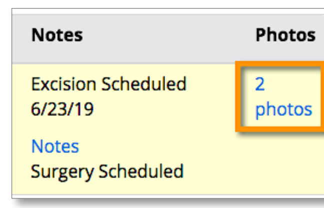
If your clinic has an interface to receive results electronically, a PDF copy of the path report can be viewed by selecting the link under **Results Processed**.



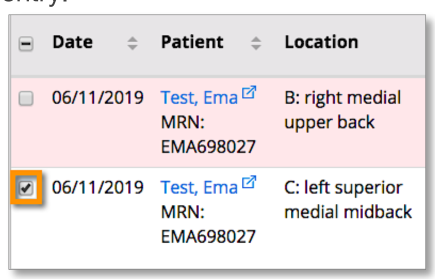
- Photos taken within the Virtual Exam Room and linked to an Impression will display under the **Photos** column.



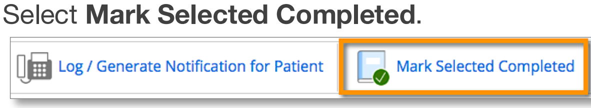
- If multiple photos are associated to one entry, there will be a hyperlink to view those photos.



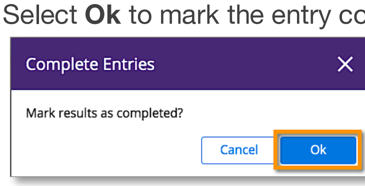
9. If no further treatment is required, complete the result by selecting the checkbox to the left of entry.



10. Select **Mark Selected Completed**.



11. Select **Ok** to mark the entry completed.



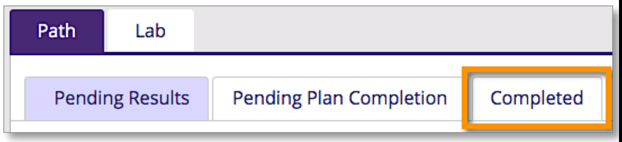
The Entry will now be under the *Completed* tab.

Path and Labs – Completed

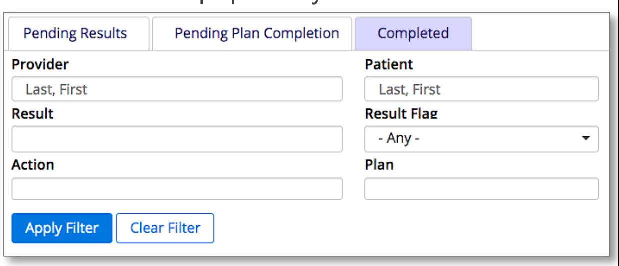
Practice staff track and manage all specimens sent to the lab for further testing in the Path and Labs in EMA™. The Path and Labs is divided into three sections: Pending Results, Pending Plan Completion, and Completed. In this guide, you will learn the workflow of **Completed** tab. Though pathology and clinical specimens can be tracked in the Path and Labs, this guide will only focus on pathology.

After a result has been marked completed within the *Pending Plan Completion,* the entry will move to **Completed**.

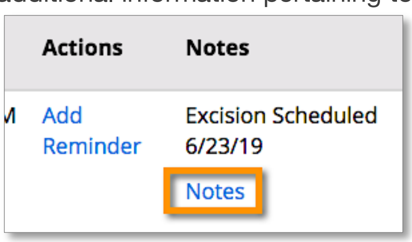
1. Enter the *Path and Labs* tab, and select the **Completed** tab from the options on the top.



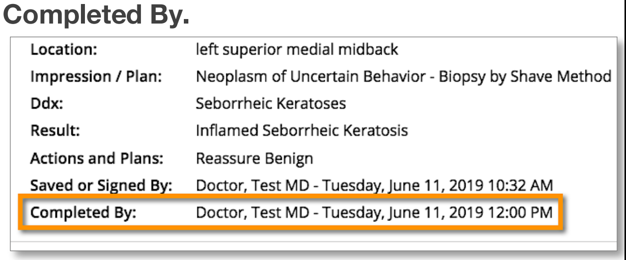
2. Use the filters to populate your desired list.



3. The **Notes** link on the right allows you to view additional information pertaining to the entry.



Here, you can track who the entry was **Completed By.**



Remember…

After an entry has been marked completed, it cannot be brought back to *Pending Results* or *Pending Plan Completion*. Be sure to only complete results that have been treated or no longer need follow up.