





Ordering Genetic Tests in Epic

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GENETIC TESTING PREAUTHORIZATION ORDER

1. Within the patient's Chart, navigate to the Orders field and search for Genetic Testing Preauthorization.

	←→ 👰	Chart Review 🛛 🚱 Orde	rs Communications Patient Station						
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Coordinator: None	Today	Male, 10 y.o., 3/12/2010 MRN: 2010436	After Visit Medications (No results found)						f
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(1) Not screened for flu vaccine		P Search							
Clinic, Organization		COVID-19: Unknown	न During Visit Orders 👻						
Coverage: None		White River Fam Health							
Allergies: Not on File		PCP - General							
Patient Notice									
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2. Complete all required fields (marked with a red stop sign)

Genetic Testing Preauthorization	Cancel
Status: Normal Standing Future	
Expected Date:	
Commonte After Disconnection Refore Next Visit Refore Scheduled Next Available Other (cnexify)	
comment.	
Expires: 3/28/2022 🔂 1 Month 2 Months 3 Months 4 Months 6 Months 1 Year 18 Months	
Gene(s) or panel to te	
Genetic condition Gene(s) or panel to test SNP array	
Genetic condition developmental delay	
Medical necessity documented date Test methodology Sequencing Deletion/Duplication Panel Array Known fa	milial mutation Other -
Contact Provide Pag Medical necessity 9/28/2020	
Required fields	
are marked with	
red stop sign 💫 🙍	
R	
Reason: O Specialty Services Required	
Priority: O Routine Urgent Elective	
Comments: + Add Comments (F6)	
Sched Inst.: 📲 Add Scheduling Instructions	
Class: Clinic Perfo	
Show Additional Order Details 🛛	
Q Nast Baquired	Cancel

3. Add the appropriate diagnosis code(s) and sign the order.

4. Completed Genetic Testing Preauthorization orders will appear in the **Procedures** tab within the patient chart.

Note: uncheck the "Hide Canceled" box to see all previous orders.

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C	Chart Revie	w				
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	C Refresh (9:40	AM) ∎ζ∎Route [Revie <u>w</u> Selec	ed Sy	nopsis <u>P</u> revie	w 👻 📑 Add to Boo
	▼ <u>Filters</u>	Hide Canceled [GI/GU	Neuro	PFT w/Resu	ults
	Ordered	Status		Proced	dure	
	10/02/202	20 Discontinue	d	Geneti	ic Testing Preaut	horization

- 5. The Lab Genetic Counselor (GC) will review the request and review the medical rationale/necessity for the test, ensuring clear documentation in the medical record. If a request requires clarification, the requesting provider will be notified by the Lab GC via communication(s) within Epic In Basket.
- 6. Once the request details are clear and the provider's note is signed, the Lab GC will submit the appropriate details to the Insurance Processing Department (IPD) via a Referral in Epic to initiate the preauthorization process.

Note: Details regarding the test and preauthorization can be found within the Referrals tab



7. IPD will notify the nursing pool, ordering provider and/or designated contact(s) regarding the outcome of the preauthorization request via Epic In Basket.

How to order a BUILT genetic test:

- 1. Search the SCH Lab Test Catalog (aka LabMan) https://seattlechildrenslab.testcatalog.org/
- 2. Built tests will have an entry with details regarding the test, including acceptable specimen types, and guide you how to find the test in Epic. You can search using the test name or test code:

Cytogenetics SNP Array	Test Code CH-SNP
Clinical System Name	

3. Within the patient's Chart, navigate to the **Orders** field and search for test name using the details from LabMan (such as test name, test code,...)

←→	音 Summary	Chart Review Result	ts Review Worl	k List 🚯 MAR	Flowsheets	Notes Educatio	n Care Plan Or	ders Charges Navigato			• \$	Sidebar Summary Orders	•
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SNP				2					Browse Preference List	<u>F</u> acility List	<u>D</u> atabase	Manage Orders Order	Options •
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e p	uring Visit Proce	edures 🕸										Select order mode	 ✓ ● <u>N</u>ext
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R	Family St	udy Chromosomal Micr	roarray			Once	LAB Lab		SC IP FACILITY LABS	\$\$\$\$\$			
											Searc	ch test	
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											ORDE	R field	

How to order a MISC genetic test:

- 1. Search the SCH Lab Test Catalog (aka LabMan) to confirm the test is NOT built (and should be placed as a miscellaneous): <u>https://seattlechildrenslab.testcatalog.org/</u>
- 2. Once confirmed, search orders for Miscellaneous Genetic Test
- 3. Complete the required fields and **add comments** by expanding the **Comments field**, including specimen volume and tube type so that phlebotomy team is aware of specific sample to collect.

Status:	Normal Standing Future
	Eveneted Date: Today Tomorrow 1 Week 2 Weeks 1 Month 3 Months 6 Months Doprov
	Comment: P After Diagnostic Before Next Visit Before scheduled Next Available Other (specify)
	Expires: 9/28/2021 📋 1 Month 2 Months 3 Months 4 Months 6 Months 1 Year 18 Months
Priority:	Routine 🔎 Routine
Class:	Clinic Collect Clinic Collect
Specimen Type:	e <i>p</i>
Specimen Src:	9 9
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Contact Name	2/#
Specimen Det	ails
Handling and Details	Storage
Comments:	D 🌣 🖕 C ? 2 + Insert SmartText 🖪 🗢 ↔ 🍕 🛼
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Resulting	SC HOSPITAL LAB
Agency:	No specimen tune selected
Process Inst.:	***IMPORTANT*** All orders for miscellaneous require review and approval before being sent out. You may also be asked to comp
	the "new test request" form. Please call Send Outs team with any questions, M-F, 206-987-2563.
Show Additional	l Order Details ≫
B Next Required	✓ Accept

How order a test using banked DNA or MGL hold sample

For BUILT tests:

- 1. Provider will enter genetic test order, select **Other** for specimen type, and specify banked DNA or MGL hold DNA and date of original collection in the **Comments** field.
- Provider will send a Staff Message via Epic In Basket to P Lab Gen Counselors, with subject "Add-on request for Genetic Testing". This is a critical step! Without doing this step, the lab will not know to act on your order!
- 3. Lab GC will convert the order to be activated using the specified sample requested.

For MISCELLANEOUS tests:

- 1. Provider will enter **Miscellaneous Genetic Test order**, select **Other** for specimen type, and specify banked DNA or MGL hold DNA and date of original collection in the **Comments** field.
- Provider will send a Staff Message via Epic In Basket to P Lab Gen Counselors, with subject "Add-on request for Genetic Testing". This is a critical step! Without doing this step, the lab will not know to act on your order!
- 3. Lab GC will convert the order to be activated using the specified sample requested.

Information regarding MGL Hold & DNA banking

Link to LabMan for additional information regarding how to order & frequently asked questions.