

Radiation Oncology EPIC Helpsheet


Department Names for Login

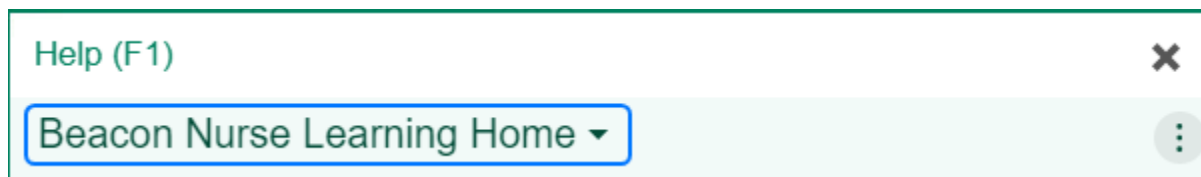
CMC Locations:

- SCC LL S600 RADONC = SCC Main (LL SCC), Primary clinic location for CMC
- CMC SCC 1F RADONC = Multidisciplinary Brain Mets Clinic on SCC 1st floor (Dr. Vempati)
- SCC BREEN RADONC = Multidisciplinary Breast Clinic in SCC Breen (Dr. Speers)
- SCC BOL200 RADONC = Gamma Knife in Bolwell
- SCC HUMPH RADONC = Protons in Humphrey

Network Locations:

- SCC AVON 1F RADONC = Avon
- SCC MARC3100 RADONC = Parma (MARC = Medical Arts Center)
- SCC MENTOR HC3 RADONC = Mentor
- SCC MIN1100 RADONC = Minoff
- SCC PORMC10 RADONC = Portage
- SCC AHU1100 RADONC = Multidisciplinary Breast Clinic at Ahuja Medical Center (Dr. Speers, Dr. Lyons)

*** F1 Click  Find Beacon Nurse Learning Home – Multiple Help Sheets for Radiation Oncology Nurse

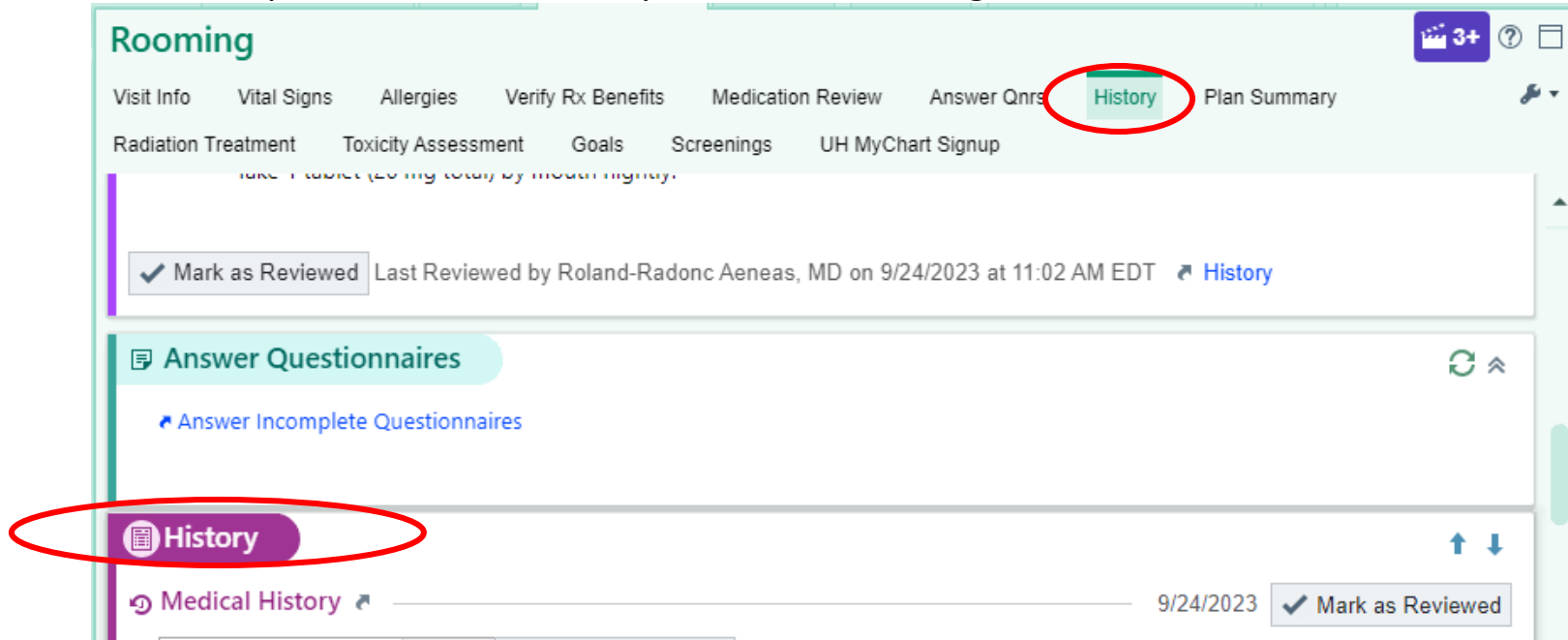


Clinic Intake Workflow

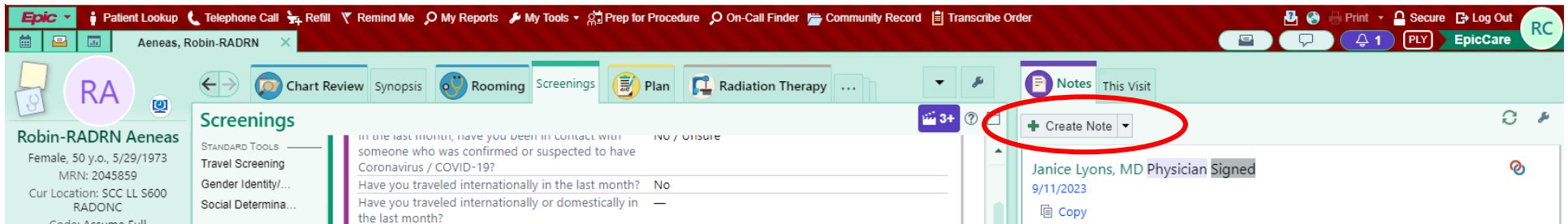
- Required Documentation for Clinic Intake for NPVs and FUVs
 - Rooming Tab
 - Reason for Visit (document at each visit)
 - Best Practice Advisories
 - Tobacco/Alcohol/Substance Use (document annually)
 - Travel (document at each visit)
 - Vital Signs, Ht/Wt, Pain (document at each visit)
 - Allergies (document at each visit)
 - Medication Review (document at each visit)
 - Falls Risk (document at each visit)
 - ECOG – RN Only (document at each visit)
 - Distress Screening (document on all new patient visits and every 30 days)
 - Screening Tab
 - PHQ-2 and CSSRS (document annually)
 - Spiritual and culture beliefs (document on all new patient visits)
 - Domestic Violence (document annually)
 - Key Learner (document annually)
 - Advanced Directives (document annually)

NPV/Consults

- Required Documentation
 - Clinic Intake Charting – see above for required sections
 - RNs – complete the entire History section in Rooming Tab



- On Notes section on right-hand side of screen, click the down arrow beside of Create Note and select *RAD ONC OUTPATIENT CONSULT*

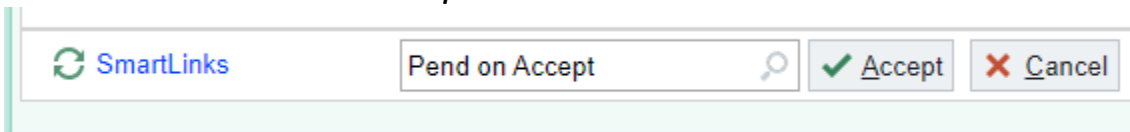


- History of Present Illness – fill in XXX [details] with free text
- Prior Radiotherapy – answer yes or no
- Current Systemic Treatment – answer yes or no
- Presence of Pacemaker or ICD – answer yes or no
- Review of Systems – Answer Pain Scale questions
- Performance Status – Answer drop down

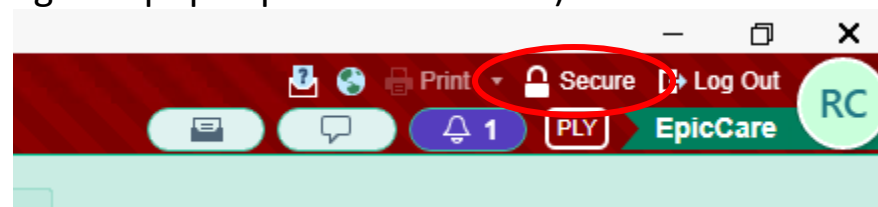
****All documentation from the Clinic Intake section and History Tab should pull over into the consult note. This only occurs if you have clicked “Save” or “Review” – usually a green tab. If this information is not showing up, be sure that you clicked on Mark as Reviewed or Close in each section****

- Leave these sections for Physician Documentation
 - Laboratory Review
 - Pathology Review
 - Imaging
 - Assessment/Plan

- Select *Pend on Accept* at bottom of note screen



- Click Accept
- Secure the chart before leaving the room for provider (when provider badges into computer in room, NPV note will be first thing that pops up on their screen)



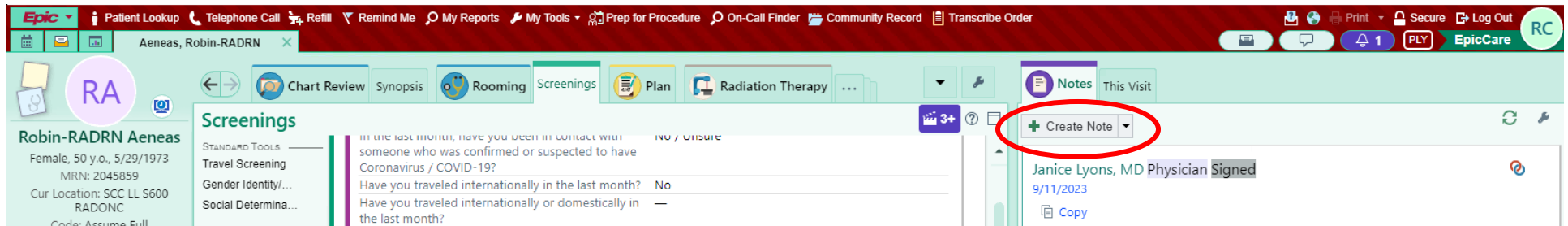
OTV

- Required Documentation
 - Vital Signs
 - Medication Review
 - Allergy Review
 - Toxicity Assessment Tab
 - Adverse Events Reviewed?
 - Click (▼)
 - Select No (Exceptions to WDL)
 - Treatment Site
 - Click (▼)
 - Select relevant treatment site
 - Complete assessment for all sections listed

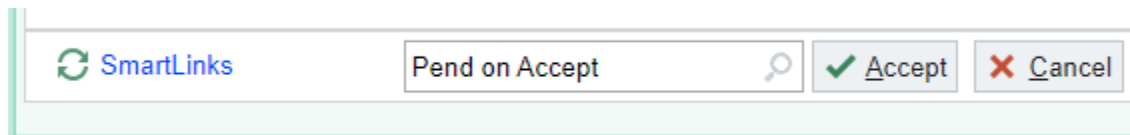
The screenshot displays the 'Toxicity Assessment' form. At the top, there is a header with a plus icon and the text 'Toxicity Assessment'. Below the header, there is a section for 'Time taken:' with a date field set to '9/25/2023', a time field set to '1230', and a 'More' dropdown menu. To the right of this section are three checkboxes: 'Show Last Filed Value', 'Show Details', and 'Show All Choices'. The main content area is divided into two sections. The first section is 'Adverse Events Reviewed?' with a collapse icon (⌵) on the right. Underneath, it says 'Adverse Events Reviewed (WDL)' and has three buttons: 'Yes (Within Defined Limits)', 'No (Exceptions to WDL)', and 'Not Reviewed'. The 'No (Exceptions to WDL)' button is highlighted in green. The second section is 'Treatment Site' with a collapse icon (⌵) on the right. Underneath, it says 'Treatment Site' and has several checkboxes: 'Abdomen', 'Brain', 'Breast', 'Bone', 'Head and neck', 'Pelvis - male', 'Pelvis - female', 'Skin', 'Thoracic', and 'General'. The 'Head and neck' checkbox is checked and highlighted with a blue box.

****Please follow the guide sheet for required documentation for each treatment site****

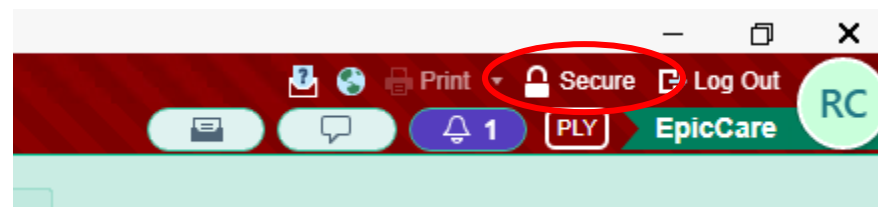
- Create Note on right-hand side, select *Rad Onc On Treatment Visit* from (▼)



- Complete the following fields
 - Add in any relevant nursing notes to Subjective: *** field
 - Complete Pain Score area
- Leave for MD completion
 - Assessment/Plan
- Select *Pend on Accept* at bottom of note screen

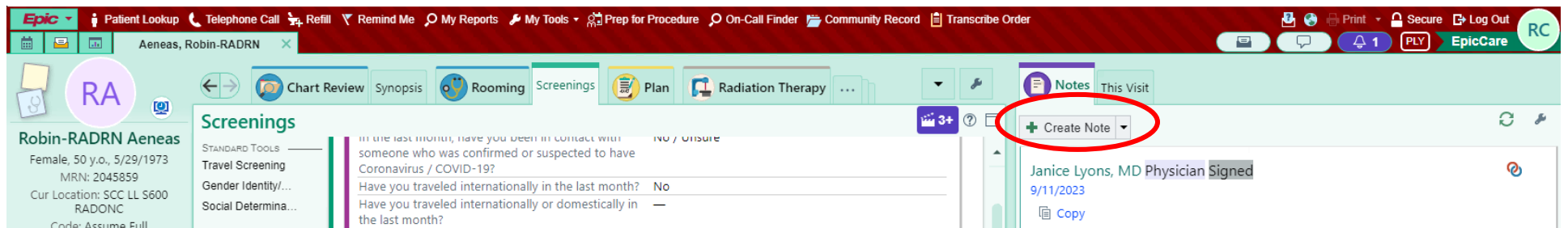


- Click Accept
- Secure the chart before leaving the room for provider (when provider badges into computer in room, NPV note will be first thing that pops up on their screen)

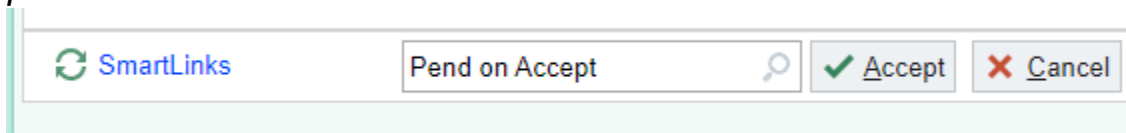


FUV

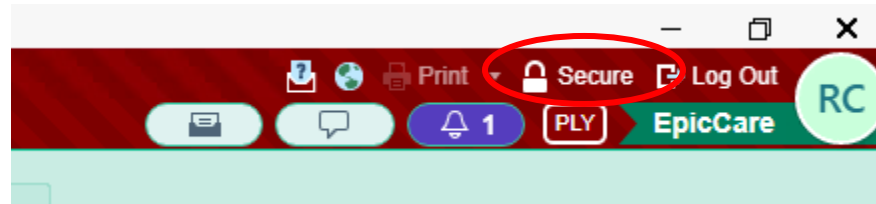
- PCNAs/MAs (if APP is seeing the FUV)
 - Complete required Clinic Intake charting (see *Clinic Intake Workflow* section)
 - PCNAs/MAs are done at this point – APPs to complete steps below
- RNs (if MDs are seeing the FUV)
 - Complete Clinic Intake charting (see *Clinic Intake Workflow* section)
 - Create Note on right-hand side, select *Rad Onc Follow-Up* from (▼)



- History of Present Illness – fill in XXX with free text
- Review of Systems – enter in pain score info
- Performance Status – Answer drop down
- Leave for MD completion
 - Physical Exam
 - Assessment/Plan
- Select *Pend on Accept* at bottom of note screen

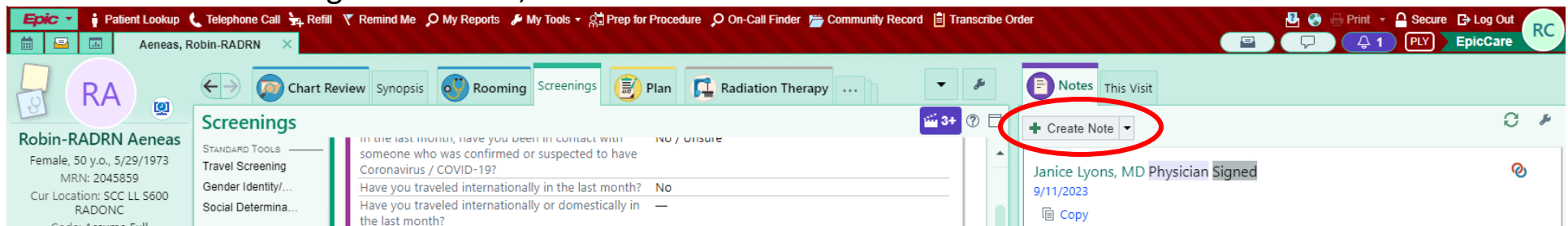


- Click Accept
- Secure the chart before leaving the room for provider (when provider badges into computer in room, NPV note will be first thing that pops up on their screen)

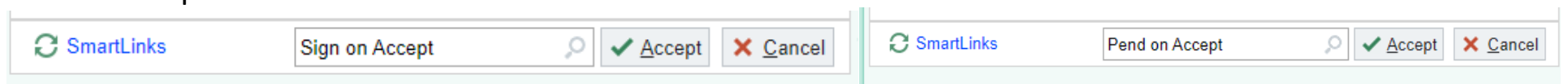


Skin Checks

- Create Note on right-hand side, select *Blank Note*



- Document information in this note
- Select Sign on Accept if MD does not need to assess patient; Select Pend on Approval if MD needs to assess patient



End of Treatment Note

- Once End of Treatment note request is added into Nursing QCL in Mosaiq, complete the documentation below in EPIC and complete the task in the QCL in Mosaiq
- EPIC Documentation
 - Create Note on right-hand side, select *Rad Onc Treatment Summary*
 - Check the Cosign Required box and enter in MD name under Cosigner

Notes (3) This Visit

+ Create Note

My Note

Note Details

Date of Service: 9/25/2023 09:00 AM

Service: Radiation On...

Cosign Required? Cosigner: [Red Exclamation Mark]

- The Radiation Treatment Summary and CTCAE Toxicity Overview will pre-populate so no need to enter in documentation for these sections
- Enter in follow-up information in the Patient Disposition tab

Patient Disposition: ***