|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Procedure** | | | | | | | | |
| **Purpose** | This procedure provides instructions for ASSESSING AND SCANNING AMENDED GENETICS REPORTS | | | | | | | |
| **Policy Statements** | This procedure applies to Sendouts lab staff responsible for handling and scanning the reports for amended, addended, or reanalyzed genetics testing. | | | | | | | |
|  |  | | | | | | | |
|  | **Step** | **Action** | | | | | | **Related Document** |
| **Procedure** | 1 | Retrieve report from lab fax machine or from shared Lab-Genetics network drive RESULTS “Amended, Reanalysis Reports” folder | | | | | |  |
|  | 2 | Assess report for the following information:   * Patient medical record number (MRN), patient name, date of birth (DOB) * Original collection date * New report date * Ordering MD (see Ordering Provider Notes below) * Review for terminology in the report, looking for the words Addended/Amended/Revised/Reanalyzed/Etc. * Test/Panel order name   Circle or write an asterisk (\*) next to the word on the report indicating Amended/Addended/Reanalysis/Etc. | | | | | |  |
|  | 3 | Log into Cerner Powerchart | | | | | |  |
|  | 4 | Search for patient by MRN or name/DOB | | | | | |  |
|  | 5 | Select the encounter that matches the date of collection. If there is no matching encounter, that flags for further possible questions. See notes below. | | | | | |  |
|  | 6 | Navigate within the chart to  Menu > Notes > Lab Documents > DNA folder | | | | | |  |
|  | 7 | Change the filtered date so you see all scans going back to at least the date of collection on the report. Do this by right clicking on date bar. | | | | | |  |
|  | 8 | Check that original report for that date of collection exists. If not, best practice would be to obtain the original report and scan that as well. This may be available in the reference lab’s portal, by requesting a fax from a reference lab representative by phone, or by contacting the Children’s Minnesota Genetic Counselor Assistants for further guidance. | | | | | |  |
|  | 9 | Check that the amended report you are holding is not *already* scanned in by looking at the **Report Date**. Other differences can be assessed by comparing the rest of document for any other changes. | | | | | |  |
|  | 10 | Verify that **order name/panel** and **number of genes analyzed** on new report is EXACTLY the same as original report. If not, STOP and consult Technical Specialist or Genetic Counselor. A non-match may be a sign this report needs a new order. | | | | | |  |
|  | 11 | If the above assessment does not indicate any issues or questions, proceed to scanning by following standard practice and using the input guide below. Refer to procedure SO 1.01 for further scanning instructions but notice the following exception: amended reports need a different entry in the scanning Subject line (see below)   * Scan date = Date of **Collection** * Time should be +1min past last scan for that date * Author = ordering MD (see ordering provider notes below) * Subject= “Amended [ref lab name] – report date ##/##/####”   EXAMPLE: Amended INVITAE – report date 11/01/2022 | | | | | | [SO 1.01 Scanning Documents (childrenshc.org)](https://starnet.childrenshc.org/References/labsop/ss/admin/so-1.01-scanning-documents.pdf) |
|  | 11 | Review the scan and inputs in Powerchart. Edit if necessary or sign off on the scan if acceptable. | | | | | |  |
|  |  |  | | | | | |  |
| **Ordering Provider Notes** |  | *Note that the author of a Powerchart scan will receive a notification from Cerner when the document is submitted/signed, so it is crucial that a current provider is listed so they know to review the new report information.* | | | | | |  |
|  |  | If the report has a **current** Genetics Provider or other known **current** Children’s Provider (e.g., Oncology doctor), use that provider’s name as author.  **Current** Children’s Minnesota Genetics Providers:   * Vikas Bhambhani * Noelle Fabie * Amy Lebedoff * Marcelo Vargas | | | | | |  |
|  |  | If the report has a **former** Genetics provider or you are uncertain that the provider is a current Children’s practitioner, do NOT scan with that provider as author. Email GC\_On-Call and they will tell you what provider to use instead or help confirm the employment status of the provider in question.  List of **Former** Genetics Providers who could be listed on amended reports (**do not use**):   * Nancy Mendelsohn, MD * Sarah Dugan, MD * Gunter Scharer, MD * Mary Ella Pierpont, MD * Rebecca Olson, APRN-CNP * Elizabeth Siqveland APRN-CNP * Halley Sage, APRN-CNP | | | | | |  |
|  |  |  | | | | | |  |
| **Special Notes** |  | **NOTE regarding canceling of old reports:**  Do not cancel (“Error Out”) original/previous scan when entering amended reports. The original should remain unmodified in the patient chart for compliance reasons.  If there is true error by the reference lab that was corrected (for example, the wrong patient name was reported on the original), the original may be canceled/errored out. | | | | | |  |
|  |  | **NOTE for when a new order and new active encounter is needed:**   * “REREQUISITION” from Invitae needs a new order. * “REANALYSIS” on Ambry EXOME or GeneDx EXOME needs a new order. | | | | | |  |
|  |  | **NOTE for when there isn’t an encounter matching the collect date or if the order panel is different on the new report from the original report:**  If there is a discrepancy in encounter collection date or in the name of the order between the original report and the amended report, go to Future orders in Cerner Powerchart to see if a new order is already available. If so, proceed with new encounter workflow, then activate the order, then complete scan and order. If no new order is available, contact GC On-call to discuss. | | | | | |  |
|  |  | **NOTE for new orders with a collect date that is too old:**  If you have activated a new order but Sunquest GenLab ORM won’t let you use the original collection date to receive the order because it’s too old, contact LIS. They will immediately be able to open up the ability for you to enter the actual collection date so you can receive and print labels. | | | | | |  |
|  |  | | |  | | |  | |
| **Historical Record** | **Version** | | **Written/Revised by:** | | **Effective Date:** | **Summary of Revisions** | | |
| 1 | | Sandra Tekmen | | 11/29/2022 | Initial Version | | |