

In this guide, you will learn how to create an order for the pathology lab on the iPad version of EMA<sup>™</sup>. 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.

|                        |         | Morphology                     | ICD-10 Exp |
|------------------------|---------|--------------------------------|------------|
|                        |         | Lesion Diameter in cm          | Morph      |
| Basal Cell Carcinoma 🗸 |         |                                | Ddx        |
| Acne                   |         |                                | Assoc. Dx  |
|                        | ous     | Custom Morphology              | Status     |
| MIP2                   | npressi | pearly telangiectatic papule 🗸 | New Dx     |

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.

| Details       |  |  |  |  |
|---------------|--|--|--|--|
| Routing       |  |  |  |  |
| Path Notes    |  |  |  |  |
| Triangulation |  |  |  |  |

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).

| Lab 💿           |   |
|-----------------|---|
| Test Lab [eLab] | + |
| Lab Facility 🗿  |   |
| Select Facility | + |

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.

| Bill            | Path Req - July 1<br>Order Number: 1999 Bill 1 | 3, 2018<br>Type: Third-                    | Party Bill (Thir | s-Party Bill     | le                           | 06/18/1990                        |      |       |             | EMA48468 |
|-----------------|------------------------------------------------|--------------------------------------------|------------------|------------------|------------------------------|-----------------------------------|------|-------|-------------|----------|
| Rx              | LAB INFORMATION                                | AB INFORMATION                             |                  |                  |                              |                                   |      | _     |             |          |
| Orders          | Test Lab                                       | HONE<br>ISS TYPE                           | 5                | THEET ACCHESS    |                              |                                   |      |       | ACCOUNT #   |          |
| Path Reg        | PATIENT INFORMATION                            | PATIENT INFORMATION                        |                  |                  |                              |                                   |      |       |             |          |
|                 | Test                                           |                                            | Ema              |                  | W1.                          | 589 06/18/19                      |      | 2     | Female      | EMA48468 |
| Patient Handout | STRET ACCRESS                                  |                                            |                  |                  |                              | STREET ADDRESS CONTO              |      |       |             |          |
|                 | an                                             | 0077 \$1315 2P 0006 HOLE HOLE HOLE (\$1606 |                  |                  |                              |                                   | UT4E |       |             |          |
|                 |                                                |                                            |                  |                  | PATH R                       | EQUISITION                        |      |       |             |          |
|                 | Location                                       | Procedur                                   | e                | Clinical         | Informatio                   | 'n                                | ICD  | )     | Accession # | Test #   |
|                 | A. left posterior shoulder                     | Biopsy by<br>H and E                       | Shave Methor     | Morpho<br>DDX: B | logy: pearly<br>asal Cell Ca | telangiectatic papule<br>arcinoma | C4   | 4.619 |             |          |



In this guide, you will learn how to create an order for the pathology lab on the Web version of EMA<sup>™</sup>. 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.

| Findings / Impression | ulameter of an treated lesions. |
|-----------------------|---------------------------------|
| Basal Cell Carcinoma  | ICD-10 Expert                   |
| Acne                  | contains location rule          |
|                       | Maunhalami                      |
| MIPS                  | worphology                      |
| Psoriasis             | Custom Morphology               |
| Malignant Melanoma    | pearly telangiectatic papule    |

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.

| Findings / Impression   |        |  |  |  |  |  |
|-------------------------|--------|--|--|--|--|--|
| Basal Cell Carcinoma    |        |  |  |  |  |  |
| Malignant Melano        | oma    |  |  |  |  |  |
| Actinic Keratoses       |        |  |  |  |  |  |
| Squamous Cell Carcinoma |        |  |  |  |  |  |
| Ddx Assoc. Dx           |        |  |  |  |  |  |
| Status                  | New Dx |  |  |  |  |  |

*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\**.

| Popular Plans           |     |  |  |  |
|-------------------------|-----|--|--|--|
| Biopsy by Shave Method* | *   |  |  |  |
| Mohs Surgery*           | -   |  |  |  |
| Excision (Malignant)*   | -   |  |  |  |
| Prescription            | -00 |  |  |  |

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

| Basal Cell Carcinoma - Biopsy by Shave Method |                                          |  |  |  |  |  |  |  |
|-----------------------------------------------|------------------------------------------|--|--|--|--|--|--|--|
| Details                                       | Details Routing Path Notes Triangulation |  |  |  |  |  |  |  |
|                                               | ·                                        |  |  |  |  |  |  |  |

 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         Doct.         Doct.         Math.           Order Number: 1996 Bill Type: Third-Party Bill (Third-Party Bill)         06/18/1990         EMA484687 |                      |              |                    |                                                                          |                       |        |            |       |          |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------|--------------------|--------------------------------------------------------------------------|-----------------------|--------|------------|-------|----------|----------|
| LAB INFORMATION                                                                                                                                                                     |                      |              |                    |                                                                          |                       |        |            |       |          |          |
| Test Lab                                                                                                                                                                            | PHONE                | 87           | REET ADDRESS       |                                                                          |                       |        |            |       | ACCOUNT# |          |
| ORDER#                                                                                                                                                                              | BILL TYPE            |              |                    |                                                                          |                       |        |            |       |          |          |
| PATIENT INFORMATION                                                                                                                                                                 | N                    |              |                    |                                                                          |                       |        |            |       |          |          |
| Test                                                                                                                                                                                |                      | Ema          |                    | ML                                                                       | SSN                   | 06/18/ | тн<br>1990 |       | Female   | EMA48468 |
| STREET ADDRESS                                                                                                                                                                      |                      |              |                    |                                                                          | STREET ACORESS CONTD. |        |            |       |          | - 12     |
|                                                                                                                                                                                     | PATH REQUISITION     |              |                    |                                                                          |                       |        |            |       |          |          |
| Location                                                                                                                                                                            | Procedur             | e            | Clinical           | Information                                                              |                       |        | ICD        | Acces | sion #   | Test #   |
| A. left posterior neck                                                                                                                                                              | Biopsy by<br>H and E | Shave Method | Morphol<br>DDX: Bi | Morphology: pearly telanglectatic papule D48.5 DDX: Basal Cell Carcinoma |                       |        |            |       | 1994 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™.



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

| Orders Log | Path and Labs | Radiology and Other |
|------------|---------------|---------------------|
|            |               |                     |

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



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

| ✓ Order Details                                                                  |                 |
|----------------------------------------------------------------------------------|-----------------|
| Visit Date                                                                       | Order Name      |
| 01/02/2019 05:14 PM                                                              | Biopsy by Shave |
| Provider*                                                                        |                 |
| Doe, Jane, MD                                                                    | ×               |
|                                                                                  |                 |
| Perform At                                                                       |                 |
| Perform At<br>Test<br>test<br>Test Lab Facility                                  |                 |
| Perform At<br>Test<br>test<br>Test Lab Facility<br>TestRegLab                    |                 |
| Perform At<br>Test<br>test<br>Test Lab Facility<br>TestRegLab<br>internaltestLab |                 |

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

| Filters 🚽 🕻            | C Refresh View                                |   | Orders Log                                                                                                                  |
|------------------------|-----------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------|
| Order<br>Date          | Patient Name                                  | ÷ | Order Name                                                                                                                  |
| <b>&gt;</b> 01/02/2019 | Test, Ema<br>06/18/1980 (38)<br>MRN: EMA57762 |   | A. D48.5; Biopsy by Shave Method H and E<br>Morphology: pearly telangiectatic papule<br>Location: right superior upper back |

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

| der<br>te - | Patient Name                                  |                 | Order<br>Number | \$ Or | der Name                            |
|-------------|-----------------------------------------------|-----------------|-----------------|-------|-------------------------------------|
| /02/2019    | Test, Ema<br>06/18/1980 (38)<br>MRN: EMA57762 |                 | 18962           | A.    | D48.5; Bio<br>Morphole<br>Location: |
| <b>∀</b> Or | der Details                                   |                 |                 |       |                                     |
| Visit       | Date                                          | Order Name      |                 |       |                                     |
| 01/02       | 2/2019 05:14 PM                               | Biopsy by Shave | Method          |       |                                     |
| Provi       | der*                                          |                 | Due Date        |       |                                     |
| Do          | e, Jane, MD                                   | ×               | <b>iii</b>      |       |                                     |
| Perfo       | orm At                                        |                 | Address         |       |                                     |
| 1.48        | a comp                                        |                 |                 |       |                                     |

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

| Orders Log                                     |   |                  |                     |   | Batch             | Send 🝷   |
|------------------------------------------------|---|------------------|---------------------|---|-------------------|----------|
|                                                | ÷ | Provider \$      | Facility            | ¢ | Scheduled<br>Date | Status 💠 |
| have Method H and E<br>y telangiectatic papule |   | Doe, Jane,<br>MD | Primary<br>Facility |   |                   | Open     |

5. Confirm that you want to send the order.

| Send V                      | /isit Note with Order                                                                     |                                                                   |                              | >                    |
|-----------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------|----------------------|
| <b>Note:</b> Th<br>please d | he following orders are being sent to a fa<br>leselect it from the list below before proc | acility that accepts electronic visit notes. If you d<br>ceeding. | lo not wish to send visit no | otes with the order, |
| ✓ Pat                       | tient Name                                                                                | Visit Summary                                                     | Provider                     | Perform At           |
| ✓ Tes<br>06/                | st, Ema<br>/18/1980 (38)   MRN:EMA57762                                                   | Neoplasm of Uncertain Behavior                                    | Doe, Jane, MD                | Laterary             |
| otal Re                     | esults: 1                                                                                 |                                                                   | Ca                           | ncel Send            |

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

| Filters - C Refresh View                                                                                                                  | Orders L                                                                                                  | og                                                                                                                       |                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| My Quick Filters<br>Create a Quick Filter:<br>1. Enter a meaningful name.<br>2. Choose your filters on the right.<br>3. Hit Apply Filter. | Order Type<br>Select All<br>Follow Up<br>Infusion<br>Labs<br>Pathology<br>Radiology<br>Referal<br>Surgery | Date <ul> <li>Order Date</li> <li>Scheduled Date</li> <li>Due Date</li> </ul> From <ul> <li>To</li> <li> iii </li> </ul> | Priority<br>Select All<br>Normal<br>High<br>STAT<br>Status<br>Select All<br>Open<br>Sent<br>In Progress<br>Closed<br>Canceled |

# 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<br>Order Number: 18982 Bill | / 2, 2019<br>Type: Thin | PMS ID<br>12345<br>J-Party Bill | 5    | Se<br>Femal        | ex:<br>le                       | DOB:<br>06/18/1980               |                             |         |       |               |
|------------------------------------------------|-------------------------|---------------------------------|------|--------------------|---------------------------------|----------------------------------|-----------------------------|---------|-------|---------------|
| PATIENT INFORMATION                            | 1                       |                                 |      |                    |                                 |                                  |                             |         |       |               |
| LAST NAME<br>Test                              |                         | FIRST NAME                      |      |                    | MI.                             | 88N                              | DATE OF BIRTH<br>06/18/1980 |         |       | sex<br>Female |
| STREET ADDRESS                                 |                         |                                 |      |                    |                                 | STREET ADDRESS CONTD.            |                             |         |       |               |
| OITY                                           |                         | STATE                           | 2P O | ODE                |                                 | HOME PHONE                       |                             | CELL PH | IONE  |               |
|                                                |                         | •                               |      |                    | PATH RE                         | QUISITION                        |                             |         |       |               |
| Location                                       | Procedu                 | e                               |      | Clinical           | Information                     | ı                                | ICD                         |         | Acces | sion #        |
| A. right upper back                            | Biopsy by<br>H and E    | Shave Meth                      | od   | Morphol<br>DDX: Ba | logy: pearly i<br>asal Cell Cai | telangiectatic papule<br>rcinoma | D48                         | 8.5     |       |               |

## 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<sup>™</sup>.

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.

| \$ |
|----|
|    |
| *  |
|    |

 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.

| Ord | er Number | Laboratory | Test Result Patient | Matched Confidence    |  |
|-----|-----------|------------|---------------------|-----------------------|--|
| 5   |           | -          | Smith, John         | 100% Matching Details |  |
| 13  |           | -          | Smith, David        | 100% Matching Details |  |

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** dropdown menu.

| Select visit to start matching | ✓ Select Visit      |  |
|--------------------------------|---------------------|--|
|                                | 12/30/2016 03:53 PM |  |
| isit test                      | 06/22/2016 05:28 PM |  |
|                                | 06/22/2016 03:17 PM |  |

3. Choose the visit test from the **Results** dropdown menu.



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

|       | Test # | Test Information       | Select visit to start matching 06/22/2016 03:03 PM 🕏                    | Status |
|-------|--------|------------------------|-------------------------------------------------------------------------|--------|
|       |        | PATH; PATHOLOGY REPORT |                                                                         |        |
| 🗹 - A | Α      |                        | A-Basal Cell Carcinoma: Biopsy by Shave Method: right distal calf       | RESULT |
|       |        | FINAL View Details     |                                                                         | _      |
|       |        | PATH; PATHOLOGY REPORT |                                                                         |        |
| 🗹 - E | 3      |                        | B-Basal Cell Carcinoma: Biopsy by Shave Method: inferior thoracic spine | RESULT |
|       | _      | FINAL View Details     |                                                                         | -      |
|       |        |                        |                                                                         |        |
|       |        |                        | Assign to Tests Assign to Visit Assign to Patient Reject                | Cancel |

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**.

| Assign to Tests | Assign to Visit | Assign to Patient | Reject | Cancel |
|-----------------|-----------------|-------------------|--------|--------|
|                 |                 |                   |        |        |

## Labs Integration – Accept Results



#### **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**.

| Mate | ched Confidence  |  |
|------|------------------|--|
| 50%  | Matching Details |  |
| 50%  | 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**.

| Assigned | ÷ |
|----------|---|
|          |   |

#### 2. Select Apply Filters.

| Laboratory:    |               |  |
|----------------|---------------|--|
| Laboratory Nar | ne            |  |
| Apply Filters  | Clear 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
- 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 patientmatching 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.

| Search f                                                    | or Patient |     |            |           |
|-------------------------------------------------------------|------------|-----|------------|-----------|
| raton,                                                      |            |     |            |           |
| Raton, Boca [MRN:EMA26406] [PMS ID:757751] [DOB:02/14/1946] |            |     |            |           |
| MRN #                                                       | PMS #      | SSN | First Name | Last Name |
| EMA26406 Boca Raton                                         |            |     | Raton      |           |
|                                                             |            |     |            |           |

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**.

|       | Search f    | or Patient   |     |            |           |               |   |
|-------|-------------|--------------|-----|------------|-----------|---------------|---|
|       | Raton, Boca |              |     |            |           |               |   |
|       | Assoc       | iate Patient |     |            |           |               |   |
| M     | RN #        | PMS #        | SSN | First Name | Last Name | Date of Birth |   |
| EMA26 | 406         |              |     | Boca       | Raton     | 02/14/1986    | М |
| ❤     |             | 757751       | N/A | *          | <b>*</b>  | 02/14/1946    |   |

*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.

|             | Test #     | Test Information                                                     | Select visit to start matching 08/05/2015 09:35 AM ·                                              | Status |
|-------------|------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------|
| <b>2</b> 40 | 00-15685-1 | 2605<br>Morphology: inflammatory papules and pustules;<br>DDX: Acne; | 55462-6 - Acne: Thyrotropin in Serum or Plasma e                                                  | FESULT |
|             |            | FINAL View Details<br>496                                            | ✓ Check all 👷 Uncheck all                                                                         | 9      |
| - 40        | 00-55454-3 | Morphology: inflammatory papules and pustules;<br>DDX: Acne;         | 15685-1 - Acne: Dog dander IgE Ab RAST class in Serum     55454-3 - Acne: Hemoglobin A1c in Blood | ESULT  |
|             |            | 899                                                                  | S5462-6 - Acne: Thyrotropin in Serum or Plasma                                                    |        |
| 4           | 00-55462-6 | Morphology: inflammatory papules and pustules;<br>DDX: Acne;         | 57021-8 - Acne: CBC W Auto Differential panel in Blood                                            | ESULT  |

#### 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.

| 🗹 10022-B | FINAL View Details | Select a visit test |    | RESULTS |
|-----------|--------------------|---------------------|----|---------|
|           |                    | Assign to Reje      | ct | Cancel  |

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<sup>™</sup>. 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.

| Path  | Lab        |                         |           |
|-------|------------|-------------------------|-----------|
| Pendi | ng Results | Pending Plan Completion | Completed |

#### **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.

| Location                       | Results       | Results Processed            |
|--------------------------------|---------------|------------------------------|
| A: periumbilical skin          | Enter Results |                              |
| A: right medial inferior chest | Enter Results |                              |
| A: periumbilical skin          | Enter Results | 06/04/2019 04:04 PM<br>FINAL |

 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.

| Results       | <b>Results Processed</b> | Photos   |
|---------------|--------------------------|----------|
| Enter Results |                          | 2 photos |

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

| Ddx        | Procedure       | Location        | Results       |
|------------|-----------------|-----------------|---------------|
| Basal Cell | Biopsy by Shave | A-left superior | Enter Results |
| Carcinoma  | Method          | upper back      |               |
| Basal Cell | Biopsy by Shave | B-right medial  | Enter Results |
| Carcinoma  | Method          | upper back      |               |

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

| Anna Carlos and An | Accession #<br>122318-0024<br>Date Collected<br>09/26/18                                                                              | 4<br>Date Received<br>09/26/18 | Date Reported<br>09/26/18 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Patient<br>path derm (                                                                                                                | F) 09/16/1975                  | (43)                      |
| Pathology Report<br>Jane Doe, MD<br>Dermpatopathologist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Jane Doe, MD<br>Dermatology<br>Paim Beach Derm<br>321 Paim Street<br>Coral Springs, OH 33323<br>(860) 561-7890<br>Eev. (860) 561-7890 |                                |                           |
| Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                       |                                |                           |

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

| Enter Re | sults         |
|----------|---------------|
| Manually | Enter Results |
| Result * |               |
| Result   | or Alias      |
| Action   |               |
| Actio    | on            |
| Plan     |               |
| Plan     |               |
|          |               |

*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.

## Path and Labs – Pending Results with eLab



- 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.

| Plan                              |                           |
|-----------------------------------|---------------------------|
| Mohs                              | •                         |
| Comments                          |                           |
| With Dr. Smith in Boca Raton, FL. |                           |
|                                   | 1                         |
|                                   | Characters Remaining: 967 |

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

| Assign Result | s      |
|---------------|--------|
| Doe, Test 🗙   |        |
| Save          | Cancel |
|               |        |

#### 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.

### **Clinical Information**

#### Impression History

A. Basal Cell Carcinoma, Morphology: pearly telangiectatic papule, Notes: Check Margins

Electronically Signed By: Jane B Doe, MD; 06/05/2019 11:24 AM PDT

#### 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.

| Tasks               |  |
|---------------------|--|
| Orders Log (3)      |  |
| Path and Labs (0)   |  |
| Radiology and Other |  |
| Rx Plans            |  |
| Rx History          |  |
| Attachments         |  |

## 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<sup>™</sup>. 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.

| Path  | Lab        |                         |           |
|-------|------------|-------------------------|-----------|
| Pendi | ng Results | Pending Plan Completion | Completed |

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 <sup>亿</sup><br>MRN:<br>EMA698027   | A: left superior<br>medial upper<br>back | Basal Cell<br>Carcinoma             |
| 06/11/2019 | Test, Ema <sup>[2]</sup><br>MRN:<br>EMA698027 | B: right medial<br>upper back            | Dysplastic<br>Nevus                 |
| 06/11/2019 | Test, Ema <sup>I</sup><br>MRN:<br>EMA698027   | C: left superior<br>medial midback       | Inflamed<br>Seborrheic<br>Keratosis |

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

| Path Lab                                |                                     |            |
|-----------------------------------------|-------------------------------------|------------|
| Pending Results Pending Plan Completion | Completed                           |            |
| Provider                                | Patient                             | Facility   |
| Last, First                             | Last, First                         | - Any -    |
| Result                                  | Result Flag                         | Entry Date |
|                                         | - Any -                             | ON - 🖬 🚳   |
| Action                                  | Plan                                | Comments   |
| Workflow State                          | Result Assigned To                  |            |
| - Any -                                 | Staff or Group                      |            |
| Apply Filter Clear Filter               |                                     |            |
| Log / Generate Notification for Patient | Mark Selected Completed Print Table |            |

*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 <sup>[2]</sup><br>MRN:<br>EMA698027 | A: left superior<br>medial upper<br>back | Basal Cell<br>Carcinoma             |
| 06/11/2019 | Test, Ema <sup>[2]</sup><br>MRN:<br>EMA698027 | B: right medial<br>upper back            | Dysplastic<br>Nevus                 |
| 06/11/2019 | Test, Ema <sup>IZ</sup><br>MRN:<br>EMA698027  | C: left superior<br>medial midback       | Inflamed<br>Seborrheic<br>Keratosis |

4. Select Log/Generate Notification for Patient.



- 5. Select your **Notification Type** from the dropdown. 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.
- 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.

|                                                 | ype 😉                                                   |
|-------------------------------------------------|---------------------------------------------------------|
| Phone Call                                      | -                                                       |
| Note                                            |                                                         |
| l notified th showed:                           | e patient by phone call and discussed the results which |
| 1. Basal Cel                                    | Carcinoma on left superior medial upper back -          |
| Schedule - I                                    | Electrodesiccation and Curettage                        |
| <ol> <li>Dysplasti</li> <li>Excision</li> </ol> | : Nevus on right medial upper back - Schedule - Punch   |
| 3. Inflamed                                     | Seborrheic Keratosis on left superior medial midback -  |
| D                                               |                                                         |
| Reassure -                                      | ספוווצוו                                                |

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

## Path and Labs – Pending Plan Completion



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.

| Path Log Notes                                                           | ×                                                                                                                                                                                                  |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Path Log Entry                                                           |                                                                                                                                                                                                    |
| Location:<br>Impression / Plan:<br>Ddx:<br>Result:<br>Actions and Plans: | left superior medial upper back<br>Neoplasm of Uncertain Behavior - Biopsy by Shave Method<br>Basal Cell Carcinoma vs. Irritated Seborrheic Keratosis<br>Basal Cell Carcinoma<br>Schedule Excision |
| Notes                                                                    |                                                                                                                                                                                                    |
| Excision Scheduled                                                       | 6/23/19                                                                                                                                                                                            |
| Workflow                                                                 |                                                                                                                                                                                                    |
| Surgery Scheduled                                                        | ×                                                                                                                                                                                                  |
| Save Can                                                                 | rel                                                                                                                                                                                                |

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

| Notes             |                 |   |
|-------------------|-----------------|---|
| Excision Sch      | neduled 6/23/19 | ) |
| Workflow          |                 |   |
| Surgery Scheduled |                 | × |
| Save              | Cancel          |   |
|                   |                 |   |

Select Save.

| Vorkflow    |        |   |
|-------------|--------|---|
| Surgery Sch | eduled | × |
| Save        | Cancel |   |

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

| Pending Results   | Pending Plan Comp |
|-------------------|-------------------|
| Provider          |                   |
| Last, First       |                   |
| Workflow State    |                   |
| Surgery Scheduled | ×                 |
| Apply Filter Cle  | ar Filter         |

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.

| Log / Generate Notification for Patient | Mark Selected Completed |  |
|-----------------------------------------|-------------------------|--|
|-----------------------------------------|-------------------------|--|

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

|        | ×      |
|--------|--------|
|        |        |
| Cancel | Ok     |
|        | Cancel |

The Entry will now be under the Completed tab.

2

## 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<sup>™</sup>. 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.

| Path  | Lab        |                         |           |
|-------|------------|-------------------------|-----------|
| Pendi | ng Results | Pending Plan Completion | Completed |

2. Use the filters to populate your desired list.

| Pending Results  | Pending Plan Completion | Completed             |  |
|------------------|-------------------------|-----------------------|--|
| Provider         |                         | Patient               |  |
| Last, First      |                         | st, First Last, First |  |
| Result           |                         | Result Flag           |  |
|                  |                         | - Any -               |  |
| Action           |                         | Plan                  |  |
| Apply Filter Cle | ar Filter               |                       |  |

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.**

| Location:           | left superior medial midback                            |  |
|---------------------|---------------------------------------------------------|--|
| Impression / Plan:  | Neoplasm of Uncertain Behavior - Biopsy by Shave Method |  |
| Ddx:                | Seborrheic Keratoses                                    |  |
| Result:             | Inflamed Seborrheic Keratosis                           |  |
| Actions and Plans:  | Reassure Benign                                         |  |
| Saved or Signed By: | Doctor, Test MD - Tuesday, June 11, 2019 10:32 AM       |  |
| Completed By:       | Doctor, Test MD - Tuesday, June 11, 2019 12:00 PM       |  |
|                     |                                                         |  |

### 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.