

May 21, 2021

Northern Light Mercy Mammography Center, Breast Center, and High-Risk Genetics team will begin using CancerIQ to screen all women to identify patients eligible for genetic counselling and testing. The information below outlines the steps to copy and paste the text from the CancerIQ note into the Genetics Office Note in PowerChart.

Copying Text from CancerIQ

Providers can copy and paste documentation from CancerIQ into the new Genetics Office Note Template within Cerner.

➤ Copying Documentation from CancerIQ

STEP 1: From CancerIQ, highlight all text to be copied by holding down the left mouse button to the left of the first word and drag the mouse towards the bottom of the page so all the text has been highlighted in gray.

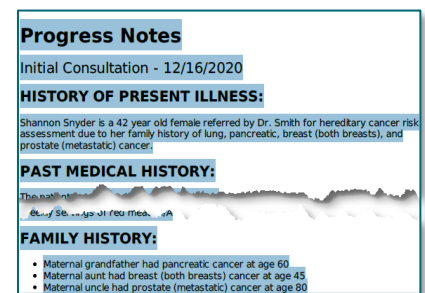
STEP 2: Right-click the highlighted text and select **Copy**.

- You can also utilize the keyboard shortcut by pressing CTRL + C to copy the highlighted text.

STEP 3: Open Microsoft Word and create a new document. Paste the copied text into the document by right-clicking and selecting **Paste**.

- You can also utilize the keyboard shortcut by pressing CTRL + V to paste the copied text.

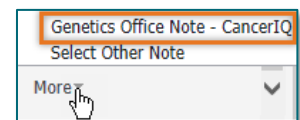
STEP 4: Highlight the text to be copied, right-click the highlighted text, and select **Copy**.



➤ Creating Note in Cerner from Copied CancerIQ Documentation

STEP 5: Open the patient's chart in PowerChart.

STEP 6: At the bottom of the Workflow MPage component navigator, in the Create Note section, click **More** drop-down option and select **Genetics Office Note – CancerIQ**.

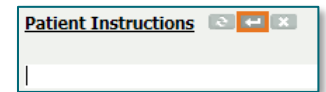
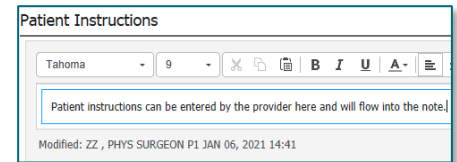


- Depending on your position, the **Genetics Office Note – CancerIQ** may be listed as one of the top 5 options to select.

STEP 7: The Genetics Office Note – CancerIQ template will display. The new note template includes the following components:

- **Primary Care Provider:** Patient's PCP will automatically be listed here.
- **Referring/Requesting Provider:** When this field is filled out on the intake form, it will automatically populate into the note.

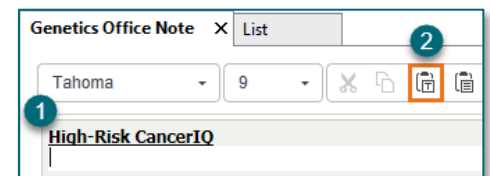
- **Vital signs** documented during the patient intake will automatically populate into the note.
- **Problem List** and **Medication List** will also automatically populate into the note.
- **Patient Instructions:** Instructions for the patient entered by the providers on the Workflow MPage will populate automatically.
 - Providers can also insert instructions for the patient by selecting the **Insert Free Text Box** button in the Patient Instructions Field in the note.
- **High-Risk CancerIQ:** Documentation copied from CancerIQ will be pasted into this free-text component under this header.
- **Assessment & Plan: This Visit Diagnosis** will display here.



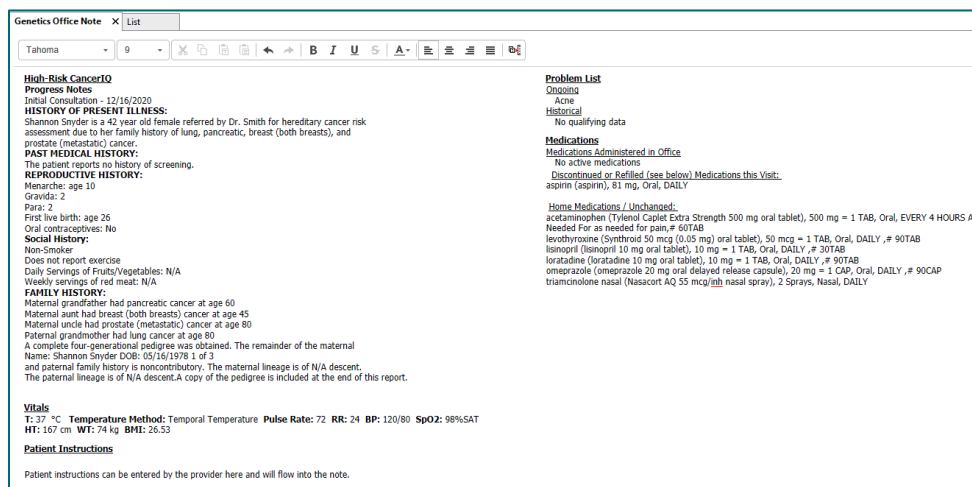
STEP 8: Place the cursor in the free-text component directly below the High-Risk CancerIQ header.

STEP 9: Click the **Paste** icon on the toolbar to paste the copied text into the note.

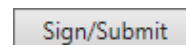
- You can also utilize the keyboard shortcut by pressing **CTRL + V** to paste the copied text.



STEP 10: Review the contents of the note for accuracy and make any changes, as appropriate.



STEP 11: When ready to sign the note, click **Sign/Submit**.



STEP 12: Update the **Title** of the note to reflect the nature of the visit.

- Example – “New Patient.”

- Although this is not required, it allows for notes to be quickly and easily found in the patient's chart when reviewing patient's charts.

The screenshot shows the 'Sign/Submit Note' interface. The 'Title' field is highlighted with an orange border. The 'Sign' button at the bottom right is also highlighted with an orange border.

STEP 13: Add any recipients who should receive a copy of the note. When finished, click **Sign**.

NOTE: The Genetics Office Note is a note type that will automatically be sent to the provider that is listed in the Referring Provider field in the registration window. Other providers will need to be added into the Recipients section for Review/CC or Sign.