



Colposcopy – Manual

| | |
|----------------------------------------------------------------------------------------------------------------|----|
| Section # 1 Colposcopy Referrals & Episodes | 3 |
| 1. Referral orders are entered into Connect Care | 3 |
| 2. Refer a post-treatment Gyn Onc patient to colposcopy | 3 |
| 3. Create a Colposcopy Episode | 3 |
| 4. Resolve the Colposcopy Episode when patient is discharged from colposcopy..... | 3 |
| 5. Referral Resources..... | 4 |
| Section # 2 Consent..... | 4 |
| 1. Go to the Consent Navigator | 4 |
| 2. Consent Resources | 4 |
| Section # 3 Document Procedure(s)..... | 5 |
| 1. Click on a speed button to load a SmartText..... | 5 |
| 2. For patients with no specimens being sent to lab (Laser or colpo only), complete the results workflow | 8 |
| 3. Procedure Documentation Resources..... | 8 |
| Section # 4 Order & Collect Specimens..... | 9 |
| 1. Place order for Gynecological Cytology (Pap Smear):..... | 9 |
| 2. Order HPV Test of Cure (HPVTOC):..... | 11 |
| 3. Place order for Surgical Pathology (Biopsy, ECC):..... | 11 |
| 4. Sign the order(s)..... | 14 |
| 5. Document specimen collection..... | 14 |
| 6. Place order for prescriptions or imaging in Connect Care..... | 19 |
| 7. Specimen Ordering & Collection Resources | 19 |
| Section # 5 Colposcopy results workflow..... | 20 |
| 1. Results are returned to the ordering provider via In Basket | 20 |
| 2. Enter colposcopy final diagnosis and recommended follow-up..... | 20 |
| 3. Confirm that the current encounter is linked to the Colposcopy Episode..... | 22 |
| 4. Send a request to the Follow-up Workqueue for clerks to action..... | 22 |
| 5. Send a letter to the referring provider..... | 23 |
| 6. Review Previous Colposcopy Results and Recommendations..... | 24 |
| 7. In Basket Resources..... | 25 |
| Section # 6 Refer Patient to Gynecological Oncology | 25 |
| 1. Place referral order for Ambulatory Referral to Oncology | 25 |

2. Resources 26

Section # 7 Audit a Colposcopy Clinic by Running the Reporting Workbench Report 27

1. Choose which Reporting Workbench report to view 27

2. Run the Reporting Workbench Report 27

3. View the Report 27

4. Send a staff message from the report 27

5. Reporting Workbench Resources 27

Section # 1 Colposcopy Referrals & Episodes

1. Referral orders are entered into Connect Care

- Referrals are entered, triaged & accepted.
- The patient is waitlisted or has their first appointment booked.
- [Colposcopy and Cervical Biopsy \(alberta.ca\)](#)
- [Results and Next Steps - Screening For Life | Screening For Life](#)

2. Refer a post-treatment Gyn Onc patient to colposcopy

- To send a Gynecological Oncology patient to colposcopy for post-treatment monitoring, order **Ambulatory Referral to Gynecology** in Connect Care.
- Enter **your name** in both the **By provider** and **To provider** fields.
- Enter the **colposcopy department** where you will see the patient.
- In the reason for referral field, select **Other (aka FAST COLPOSCOPY)** and enter a **comment** in the box at the bottom of the order to indicate the patient is being referred for **post-Gyn Onc monitoring**.

3. Create a Colposcopy Episode

- A Colposcopy Episode will be automatically created when the **referral is entered** in Connect Care.
- A patient can have only one active Colposcopy Episode at any time. A second episode will not be created if an episode already exists.
- When a scheduler schedules the appointment based on the referral, the encounter department becomes the managing department for the Colposcopy Episode.
- Appointments are automatically linked to the existing Colposcopy Episode when the appointment is created, including telephone encounters.



For existing colposcopy patients when the Colposcopy Episode functionality is enabled, the Colposcopy Episode needs to be manually created and backdated to the date when the patient's referral to a colposcopy department was received. Existing colposcopy visits must then be manually linked to the Colposcopy Episode.

New encounters created *after the episode is open* will automatically be linked to the episode.

4. Resolve the Colposcopy Episode when patient is discharged from colposcopy

- Click on the **header** of the **Episode section** of the **Colposcopy Results** navigator to make the section active. Episodes can also be resolved from the **Episodes of Care** activity found in the **More** menu.
- Click **Resolve** on the Colposcopy Episode row.

| Linked | Type | Noted | Resolved |
|-------------------------------------|------------|------------|---------------------------------------------|
| <input checked="" type="checkbox"/> | Colposcopy | 17/08/2021 | <input checked="" type="checkbox"/> Resolve |

- If the Episode is associated with any problems, you will be prompted to resolve them at the time the Episode is resolved.

5. Referral Resources

- a. [Referral Management QSG \(albertahealthservices.ca\)](https://albertahealthservices.ca)
- b. [Outpatient Episodes of Care Tip Sheet \(albertahealthservices.ca\)](https://albertahealthservices.ca)
- c. [PIIH Episodes of Care Tip Sheet \(albertahealthservices.ca\)](https://albertahealthservices.ca)

Section # 2 Consent

1. Go to the Consent Navigator

- a. From **Storyboard**, click on **Consent & eForms Navigator**.
- b. Complete the required section(s) in the Consent Navigator.

2. Consent Resources

- a. [Consent Navigator Quick Start Guide \(albertahealthservices.ca\)](https://albertahealthservices.ca)
- b. [Consent Navigator Tip Sheet \(albertahealthservices.ca\)](https://albertahealthservices.ca)
- c. [Ambulatory Scanning Consents Tip Sheet \(albertahealthservices.ca\)](https://albertahealthservices.ca)

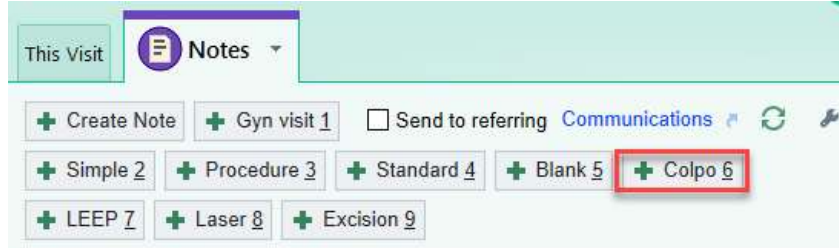
Section # 3 Document Procedure(s)



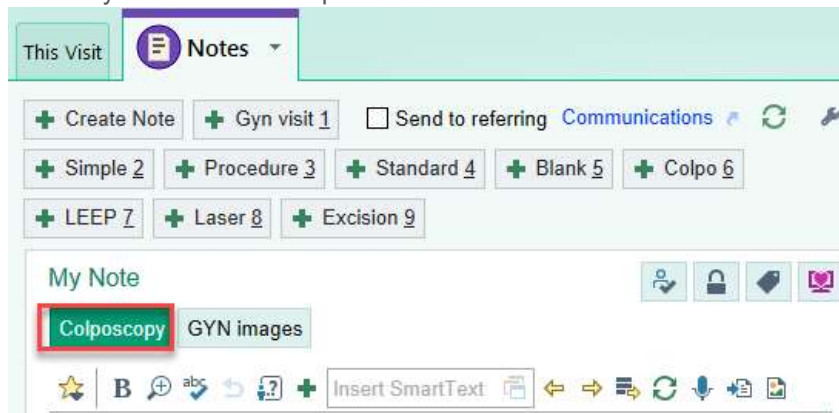
Instructions for creating Notewriter speed buttons are in the CMIO Colposcopy Personalization Quick Start Guide. [Colposcopy SharePoint](#)

1. Click on a speed button to load a SmartText

- a. Clicking on the desired **speed button** will load the SmartText into Notewriter. Add a SmartText by searching in the SmartText box. E.g. LEEP.



- b. Click on the **SmartBlock speed button** below the “My Note” header to show the procedures available on the specialty/department-specific preference list, plus any macros you’ve created for procedures on the list.



- c. From the **Procedures speed buttons**, click on the **procedure** to order it and load the procedure documentation SmartForm.

Select Procedures

New Procedure

Performing provider:

Authorizing provider:

| | | | |
|-------------------------|-------------------------|--------------------------|--------------------------|
| Biopsy Endometrial... | Bladder Catheterizat... | Colposcopy POC | Dilation and Curettag... |
| Dilation and Evacuat... | Endometrial Ablation... | Gyne Laser POC | Gyne Wide Local Ex... |
| IUD Insertion POC | IUD Removal POC | Insertion of Cervical... | LEEP POC |
| Pessary POC | Sonohysterogram POC | Suture/Staple Remo... | Wound Care POC |

- d. Document the details of the procedure using the SmartForm buttons. The Sidebar note will populate with text as you make selections on the form.

Colposcopy POC

Performed by: MD Authorized by: .MD

Date/Time: 17/6/2022 10:16 AM Now

Unsuccessful Attempt

Colposcopy Visit: 1

Current Colposcopy Episode History

Procedure

Colposcopy with: Cervical Biopsy, Vaginal Biopsy, Vulvar Biopsy, Endocervical Curettage, Endometrial Biopsy, Pap, HPV Test, Colposcopy Only

Prepped with: Acetic acid, Lugol's Solution

Local Anesthetic: Topical Anesthetic, Vasoconstrictor, Xylocaine 1% with Epi, Xylocaine 1% without Epi, Xylocaine 2% with Epi, Xylocaine 2% without Epi

Transformation Zone: Type 1, Type 2, Type 3

Cervical Biopsy Location(s): Cervix 1 o'clock, Cervix 2 o'clock, Cervix 3 o'clock, Cervix 4 o'clock, Cervix 5 o'clock, Cervix 6 o'clock, Cervix 7 o'clock, Cervix 8 o'clock, Cervix 9 o'clock, Cervix 10 o'clock, Cervix 11 o'clock, Cervix 12 o'clock, Other

Monsel's applied: Yes No

My Note

Colposcopy GYN images

HPV Vaccine: There is no immunization history on file for this patient.

Visit #: 1

Referral Cytology: HSIL

Procedure: Colposcopy POC

Date/Time: 17/6/2022 10:16 AM

Performed by: MD

Authorized by: .MD

Colposcopy Visit: Visit #: 1

Current Colposcopy Episode History: Immunocompromised: No Hysterectomy: No

Procedure: Colposcopy with: Cervical Biopsy and Pap

Prepped with: Acetic acid and Lugol's Solution

Local Anesthetic: Topical Anesthetic and Xylocaine 2% with Epi

Transformation Zone: Type 1

Cervical Biopsy Location(s): Cervix 1 o'clock and Cervix 5 o'clock

Monsel's applied: Yes

Post-procedure: Impression: HSIL: Cervix

Patient procedure tolerance: Patient tolerated the procedure well with no immediate complications

Colposcopy Images

- e. Click on the **Image** tab to annotate a corresponding image and pull it into the note text.

NoteWriter

(1) LEEP 25 cc local anesthetic

LEEP Cervix Image

Add Another Procedure

Loop Electrical Excision Procedure (LEEP) POC Performed by Simrit Kaur Brar, MD

Procedure Date/Time: 14/03/2022 09:46 AM Now

Unable to Perform

- f. Use the available **draw elements** to add annotations to the base image.

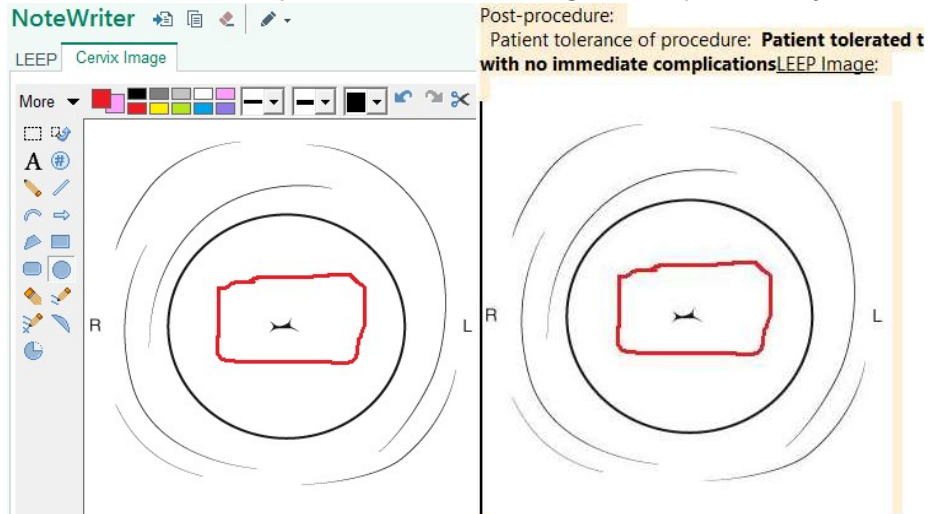
NoteWriter

LEEP Cervix Image

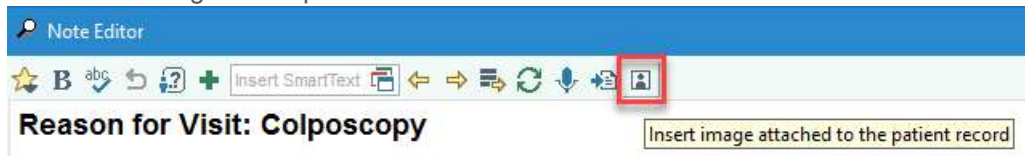
More

R L

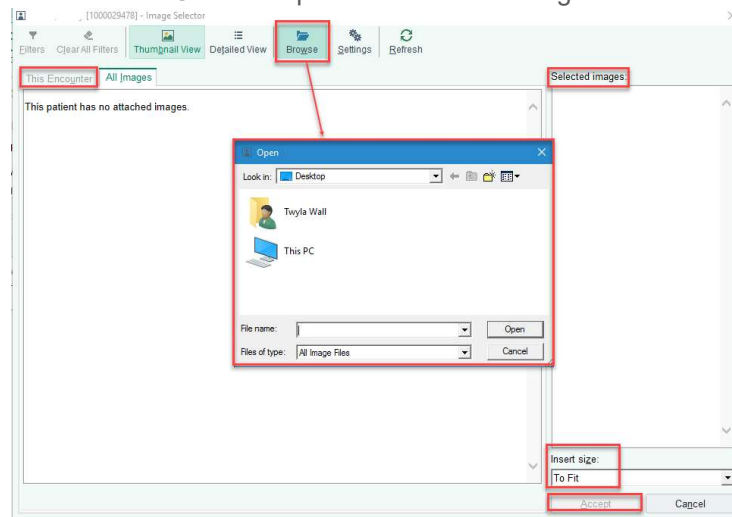
- g. After annotation is complete, the annotated image will be pulled into your note text.



- h. Attach a cervical digital photograph image to the note by setting your cursor in the note and then clicking on the “picture” icon.



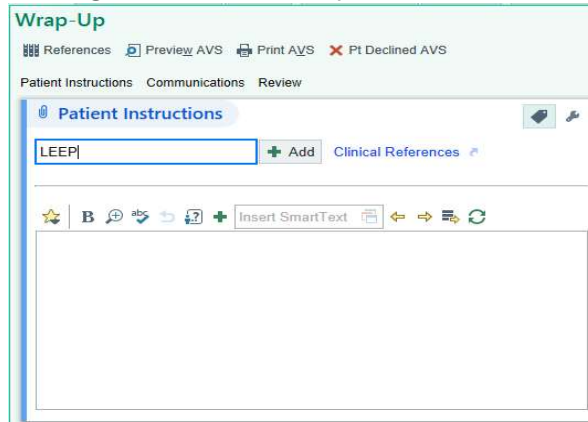
- i. An image selector pop-up box will display all images in the patient’s chart. Limit the images by clicking the tab for **This Encounter**. Use the **Browse** button to search for images on the computer. Images that are marked to be included will show in the **Selected images** sidebar. Choose the desired size before inserting into the note. Click Accept to add selected images to the note.



- i. Set the note to “Sign when Signing Visit.” Click **Accept** to exit from the note and save it. The note may still be edited before the visit is signed.

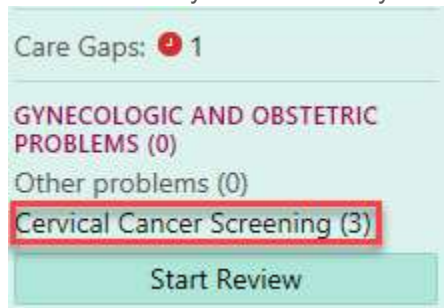


- j. Add patient pre-op instructions in the Wrap Up tab
- k. There are various pre-op and post-op patient instructions available in Connect Care as **SmartTexts**. Adding these instructions to the **Patient Instructions** section of the **Wrap Up navigator** includes them in the **After Visit Summary** which may be printed or made available to patients via the **MyAHS Connect** app.
- l. Click on **Clinical References** which allows you to preview the document(s), or search by entering a few letters of the procedure name into the **References** field, and click **+Add**.



2. For patients with no specimens being sent to lab (Laser or colpo only), complete the results workflow

- a. As there will be no In Basket results to trigger the resulting workflow, there's another way to **access the Colposcopy Results navigator** when completing the colposcopy or laser encounter.
- b. On Storyboard, click the **Cervical Cancer Screening** hyperlink (you may need to scroll down to the very bottom of Storyboard in order to see it).



- c. [Colposcopy results workflow](#)

3. Procedure Documentation Resources

- a. [Personalization for Physicians \(CMIOPersonalizationGuide\)](#)
- b. [CMIO Colposcopy Personalization](#)
- c. [Annotation & Markup of Images/Illustrations QSG \(albertahealthservices.ca\)](#)
- d. [Outpatient Physician Wrap Up Visit QSG \(albertahealthservices.ca\)](#)

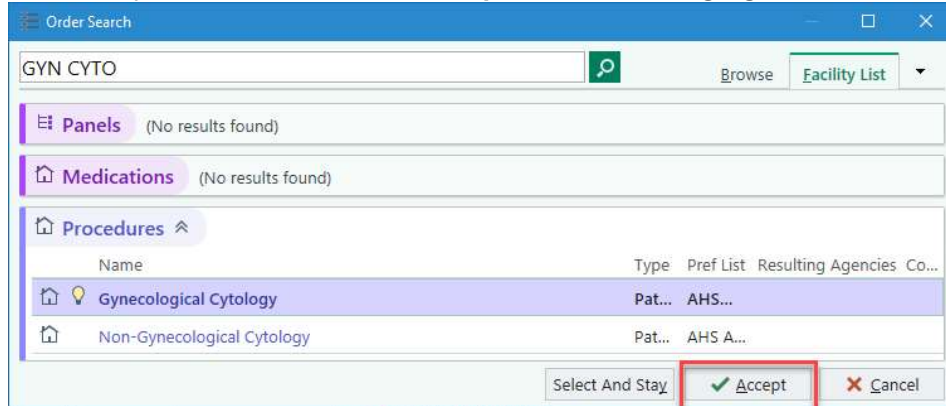
Section # 4 Order & Collect Specimens

1. Place order for Gynecological Cytology (Pap Smear):

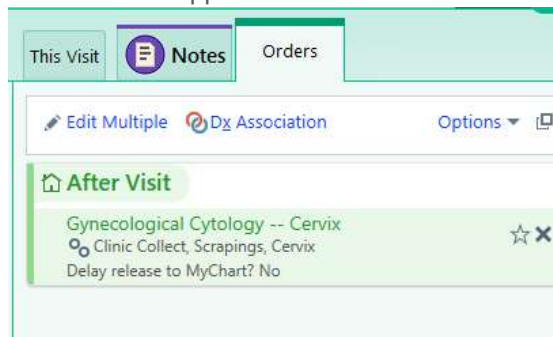
- Click on the **+ ADD ORDER** field at the bottom left of the encounter.



- Type **"gyn cyto"** and press **<Enter>** or click **+** in the order field to search.
- In the pop-up **Order Search** window, select **Gynecological Cytology** by double-clicking the row or press **<Enter>** or click **<Accept>** with the row highlighted.



- The order will appear on the Sidebar. Click on it to open the order composer.



- In the order composer for Gynecological Cytology:
 - Confirm the **default specimen source** is correct or change it.
 - Add the **LMP** (it will auto-populate if LMP is entered in Vitals on the Rooming tab).
 - Complete the questions for **"Is patient currently bleeding?"** and **"HPV Immunization Series Complete?"**
 - Click the **+ Add Comments (F6)** to add extra information.
Tip: you can save the order to your Preference List with choices pre-selected so that it appears identically when you order from your Preference List.
 - Click **Accept**.

Gynecological Cytology -- Cervix ✔ Accept ✖ Cancel

Reference: 1. DynaLIFE Guide to Lab Services 2. APL Guide to Lab Services

Links:

Status: **Normal** Standing Future

Priority: **Routine** Routine STAT

Class: **Clinic Collect** Clinic Collect Unit Collect Third Party

Specimen Type: **Scrapings** Scrapings Swab

Specimen Src: **Cervix** Cervix Vagina Vulva

Submitter:

When was the patient's LMP?

Patient's gynecological history: (Please select all that apply)

Are menstrual cycles regular? Yes No

Is patient currently bleeding? Yes No

Abnormal pap in past 5 years? Yes No

HPV Immunization Series Completed? Yes No

Delay release to MyChart? Yes No

Comments: [Add Comments \(F6\)](#)

Last Ordered: #2036304
 Resulted: 28/6/21 12:22 PM
 Resulted: 28/6/21 3:30 PM
 Collected: 28/6/21 12:25 PM

| Component | Value | Units | Flag |
|---------------|-----------|-------|------|
| 1. LAB AP LMP | 13/6/2021 | | |

Resulting Agency:

Add-on: This procedure does not allow add-ons

CC Results: **Recipient** Modifier Add PCP

Next Required ✔ Accept ✖ Cancel

2. Order HPV Test of Cure (HPVTOC):

- a. Enter an order for HPVTOC.

| Name | Type | Pref List | Resulting Agencies |
|---------------------------------------------|-------------|---------------|--------------------|
| HPVTOC (includes Gyn Cytology) | Path.Cyt | AHS AMB OB... | |
| HPV Vaccine (Human Papillomavirus 9-valent) | Immuniza... | AHS AMB IM... | |

- b. The order composer will open automatically because the date of LEEP, Laser or Excision (treatment) is a hard stop.
- c. Enter the treatment date and answer the usual six order questions for Gyn Cytology.

HPV Test of Cure -- Cervix Accept Cancel

Reference Links: [APL Guide to Lab Services](#)

Status: Normal Standing Future

Priority: Routine

Class: Clinic Collect Unit Collect Third Party

Specimen Type: Scrapings Swab Brush

Specimen Source: Cervix Vagina Vulva

Date of LEEP, Laser or Excision Procedure:

When was the patient's LMP?

Patient's gynecological history: (Please select all that apply)

Prev LEEP

Are menstrual cycles regular? Yes No

Is patient currently bleeding? Yes No

Abnormal pap in past 5 years? Yes No

What was previous diagnosis?

ASC-H AIS HSIL MALIGNANCY OTHER LSIL ASC-US

ATYP GLAND CELLS/AGC HPV+

HPV Immunization Series Completed? Yes No

Comments:

- d. Note: **Cytology will not process the HPVTOC request without a treatment date provided in the order.** Ordering HPVTOC is limited to colposcopy clinics.

3. Place order for Surgical Pathology (Biopsy, ECC):

- a. Click on the **+ ADD ORDER** field at the bottom left of the encounter.



- b. Type **"surg path"** and press **<Enter>** or click **+** in the order field to search.
- c. In the pop-up **Order Search** window, select **Surgical Pathology** by double-clicking the row or press **<Enter>** or click **Accept** with the row highlighted.

Order Search

SURG PATH

Browse Preference List Facility List

Panels (No results found)

Medications (No results found)

Procedures

| Name | Type | Pref List | Resulting Agencies | Cos... |
|------------------------------------|---------|-----------|--------------------|--------|
| Surgical Pathology | Path... | AHS A... | | |
| Historical Surgical Pathology Case | Lab... | AHS A... | | |

Select And Stay Accept Cancel

- d. The order will appear on the Sidebar, and the order composer will open automatically due to having hard stop (required) fields in the order.
- e. In the order composer for Surgical Pathology:
 - i. Enter the **Specimen source(s)**, one per row.
 - ii. Enter **Relevant Clinical History**.
 - iii. Click **Accept**.



Type “cx” where x is the number that corresponds to the cervix “x” o’clock location as a shortcut. E.g. Type “c9” for Cervix 9 o’clock, press <Enter>. **ECC** is a shortcut for **Endocervix**.

Surgical Pathology

Process Inst: Order ALERT! Prior to proceeding, see link below

Reference: 1. Order ALERT! APL Test Directory 2. Ambulatory TipSheet

Links: Normal Standing Future

Status: Routine STAT

Priority: Routine STAT

Class: Clinic Collect Lab Collect Clinic Collect Third Party

Specimen: Surgical Pat

Type:

Source(s): Enter 1 specimen per line, this will default to A,B,C etc. Select the SOURCE (e.g. skin) in the box on the left; and then fill in the EXACT ANATOMICAL SITE including LATERALITY (e.g. Right arm, Left cheek, etc.) in the comment box to the right

Cervix 3 o'clock

Cervix 6 o'clock

c9

Relevant Clinical History/Information

Comments: Add Comments (F6)

CC Results: Recipient Modifier Add PCP Add My List Build My Lists Clear All

Sched Inst: Add Scheduling Instructions

Next Required Accept Cancel

Surgical Pathology ✓ Accept ✗ Cancel

Process Instructions: Order ALERT! Prior to proceeding, see link below

Reference Links: [Order ALERT! APL Test Directory](#)

Status: **Normal** | Standing | Future

Priority: Routine Routine STAT

Class: Clinic Collect Lab Collect **Clinic Collect** Third Party

Specimen Type:

Specimen source(s): Individual per specimen. **Endocervix (ECC)** 417 to the RIGHT. Enter one line per specimen.

Relevant Clinical History/Information

Comments: [+ Add Comments](#)

CC Results: [+ My List](#) [+ PCP](#) [+ Other](#)

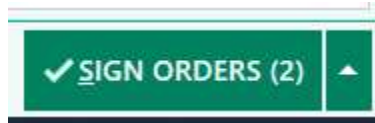
Scheduling Instructions: [+ Add Scheduling Instructions](#)

Next Required ✓ Accept ✗ Cancel

- f. Enter all surgical pathology specimen sources within **ONE surgical pathology order**, regardless of the number of sources to ensure that all are received, reviewed, and reported together. As you complete each specimen source row, another will be added, therefore the last row will be blank. Type “Relevant Clinical History/information” in the field designated.

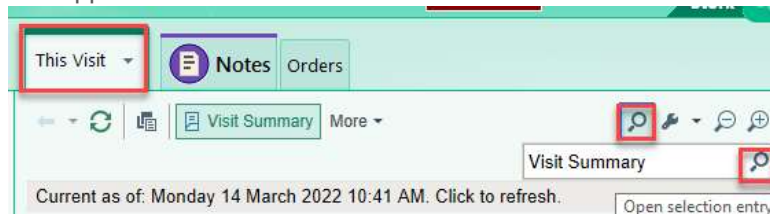
4. Sign the order(s)

- a. When the order entry is complete, sign all of the order(s) by clicking **Sign Orders** at the bottom right corner of the screen.



5. Document specimen collection

- a. Locate the **Visit Orders report** from the **Sidebar “This Visit”** tab by clicking the **magnifying glass** on the right side of the Sidebar, and the **magnifying glass** in the field that appears.



- b. Choose **Visit Orders** from the list.

The screenshot shows a software interface with a navigation bar at the top containing 'This Visit', 'Notes', and 'Orders'. Below the navigation bar is a search bar with 'Visit Summary' entered. A dropdown menu is open, displaying a list of report types with their corresponding IDs. The 'Visit Orders' report type, with ID 21050012, is highlighted with a red box.

| Report Display Name | ID |
|-------------------------------------|--------------|
| Visit Orders | 21050012 |
| Visit Orders | 20100031 |
| Colpo Episode Summary | 2103400011 |
| Cervical Cytology/Pathology Results | 2108213102 |
| Colposcopy Procedures | 210343701301 |
| Visit Summary | 2105001201 |
| Therapy Plan Summary | 1153417512 |

- c. On the Visit Orders report, click on the **Print Label for Surgical Pathology** hyperlink or the **Print Label for Gynecological Cytology – Cervix** hyperlink. Both hyperlinks will take you to the same activity where you will document ALL specimens collected during the encounter.

The screenshot shows a window titled 'Orders Needing Specimen Collection'. It lists two orders, both dated 09/03/22 1239. The first order is for 'Surgical Pathology - Prio: Routine, Needs to be Collected' and has a task 'Print Label for Surgical Pathology' with a status of 'Incomplete'. The second order is for 'Gynecological Cytology -- Cervix - Prio: Routine, Needs to be Collected' and has a task 'Print Label for Gynecological Cytology -- Cervix' with a status of 'Incomplete'. Both task hyperlinks are highlighted with red boxes.

- d. From the “Collect specimens” window, enter the **In Fixative Date**, the **In Fixative Time(s)**, and check the type of **Fixative** being used for surgical pathology specimens. Note: **There must be an In Fixative Time for each of the surgical pathology specimens collected.** Use “T” for today and “N” for now as shortcuts in the date and time fields.

The screenshot shows a window titled 'Collect specimens for Karlem Karlam, Female, 46 yrs, MRN:100000067'. It has two main sections: 'Surgical Pathology specimens' and 'Scrapings specimens'. The 'Surgical Pathology specimens' section is active and shows a 'Surgical Pathology' specimen with a 'Collection ALERT! Prior to proceeding, see link below' and a link to 'APL Test Directory'. The 'In Fixative Date' and 'In Fixative Time' fields are highlighted with red boxes. The 'Fixative' section has radio buttons for 'Formalin', 'Fresh', and 'Other (specify)'. The 'Formalin' option is selected. At the bottom, there are buttons for 'Print Labels', 'Accept', and 'Cancel'.

- e. When all of the fields are complete, select **Print Labels** even if a label printer is not available.



For Surgical Pathology, enter an **equal number of rows for In Fixative Time** field as there are rows in **Source** field (source rows, LMP, menstrual cycles, bleeding, abnormal pap and HPV vaccine answers are automatically populated from the order fields)

Collect specimens for Karlam Karlam, Female, 46 yrs, MRN:1000080057

| | Answer | Comment |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------|
| In Fixative Date: | 09/03/2022 | |
| In Fixative Time: | 12:58 PM | |
| | 12:59 PM | |
| | 01:01 PM | |
| | 01:02 PM | |
| | 01:03 PM | |
| | | |
| Fixative: | <input checked="" type="checkbox"/> Formalin <input type="checkbox"/> Fresh <input type="checkbox"/> Other (specify) | |
| | Formalin | |
| | | |
| Source: | Cervix 1 o'clock [1361] | |
| | Cervix 3 o'clock [1363] | |
| | Cervix 5 o'clock [1365] | |
| | Cervix 7 o'clock [1367] | |
| | Endocervix [417] | |
| | | |
| When was the patient's LMP? | 28/02/2022 | |
| Gynecological History - select all that apply | Previous abnormal PAF | |
| | | |
| Are menstrual cycles regular? | Yes | |
| Is patient currently bleeding? | No | |
| Abnormal pap in past 5 years? | Yes | |
| HPV Immunization series completed? | No | |

- f. If a scanner is available, scan EACH label or click on **Scan the label or click to document the collection** for EACH of the specimens listed, until all have been clicked.

Collect specimens for Karlam Karlam, Female, 45 yrs, MRN:1000380067

Surgical Pathology specimens

Surgical Pathology Lab: EDM University of Alberta Hospital Laboratory ?

Collection ALERT! Prior to proceeding, see link below
[API Test Directory](#)

A. Cervix 1 o'clock FOLLOW SUBMISSION GUIDELINES

Scan the label or click to document the collection

Cervix 1 o'clock

Copy

B. Cervix 3 o'clock FOLLOW SUBMISSION GUIDELINES

Scan the label or click to document the collection

Cervix 3 o'clock

Copy

C. Cervix 5 o'clock FOLLOW SUBMISSION GUIDELINES

Scan the label or click to document the collection

Cervix 5 o'clock

Copy

D. Cervix 7 o'clock FOLLOW SUBMISSION GUIDELINES

Scan the label or click to document the collection

Cervix 7 o'clock

Copy

E. Endocervix FOLLOW SUBMISSION GUIDELINES

Scan the label or click to document the collection

Endocervix

Copy

Scrapings specimens

Gynecological Cytology -- Cervix Lab: EDM DynaLIFE Medical Labs - Base Laboratory ?

A. Cervix LBC

Scan the label or click to document the collection

Cervix Vagina Vulva

Collection Sequence

- LBC
- 1261711-A
- x5 FOLLOW SUBMISSION GUIDELINES
- 1261710-A
- 1261710-B
- 1261710-C
- 1261710-D
- 1261710-E

- g. When all specimens have been collected and documented, a green bar with a message **All collections documented** will appear at the bottom of the window. Click **Accept**.

Collect specimens for Karlam Karlam, Female, 46 yrs, MRN:100008067

Surgical Pathology specimens

Surgical Pathology Lab: EDM University of Alberta Hospital Laboratory

Collection ALERT! Prior to proceeding, see link below
[API Test Directory](#)

A. Cervix 1 o'clock FOLLOW SUBMISSION GUIDELINES

Collected on 09/03/2022 at 1339 by OBSTETRICS-GYNECOLOGY, PHYSICIAN in EDMONTON ZONE OBGYN

Cervix 1 o'clock Cervix 1 o'clock

B. Cervix 3 o'clock FOLLOW SUBMISSION GUIDELINES

Collected on 09/03/2022 at 1339 by OBSTETRICS-GYNECOLOGY, PHYSICIAN in EDMONTON ZONE OBGYN

Cervix 3 o'clock Cervix 3 o'clock

C. Cervix 5 o'clock FOLLOW SUBMISSION GUIDELINES

Collected on 09/03/2022 at 1339 by OBSTETRICS-GYNECOLOGY, PHYSICIAN in EDMONTON ZONE OBGYN

Cervix 5 o'clock Cervix 5 o'clock

Collection Sequence

- LBC
- 1261711-A
- x5 FOLLOW SUBMISSION GUIDELINES
- 1261710-A
- 1261710-B
- 1261710-C
- 1261710-D
- 1261710-E

✓ All collections documented

Reprint Labels
Accept
Cancel

- h. The requisition will now print automatically.

Alberta Health Services | ALBERTA PRECISION LABORATORIES | DynaLIFE MEDICAL LABE

Electronic Order Placed in Connect Care Order Date: 9 Mar 2022
LABORATORY REQUISITION

Authorized by: Simrit Kaur Brar

| | | |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------|
| KAM Lois Hole Hospital for Women Colposcopy Clinic | Ground Floor, Robbin's Pavilion Lois Hole Hospital for Women, 10240 Kingsway Avenue EDMONTON AB T5H 3V9 | Phone: 780-735-4881 Fax: 780-735-3676 |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------|

CC Recipient(s):

PATIENT DEMOGRAPHICS & IDENTIFIERS

| | | |
|----------------------------|----------------------------------|--------------------|
| Name: Karlam Karlam Karlam | 1 main street AIRDRIE AB T4B 3W6 | pMRN: 1000-080-067 |
| DOB: 5 May 1975 | 111-111-2222 | CSN: 403020344763 |
| Gender identity: female | | |
| Admin Gender: female | | |

403020344763

Test Count: 2

Collection Date/Time: 9/3/2022 1339
 Collector: OBSTETRICS-GYNECOLOGY, PHYSICIAN Connect Care Specimen ID: 1261710-A
 1261710-B
 1261710-C
 1261710-D
 1261710-E
 Surgical Pathology - LAB1126 (Order ID: 1261710)
 Status: Priority: Routine

Expected Date: Expiration Date: Interval: Count:

Specimen Type: Surgical Pathology [219] Specimen Source: Cervix 1 o'clock [1361]
 Specimen source(s): Indicate Tissue Type/Organ (eg. Skin, Cervix) in the DROPDOWN & details (eg. Right Arm) in the comments box to the RIGHT. Enter one line per specimen. Cervix 1 o'clock [1361]
 Specimen source(s): Indicate Tissue Type/Organ (eg. Skin, Cervix) in the DROPDOWN & details (eg. Right Arm) in the comments box to the RIGHT. Enter one line per specimen. Cervix 3 o'clock [1362]
 Specimen source(s): Indicate Tissue Type/Organ (eg. Skin, Cervix) in the DROPDOWN & details (eg. Right Arm) in the comments box to the RIGHT. Enter one line per specimen. Cervix 5 o'clock [1365]
 Specimen source(s): Indicate Tissue Type/Organ (eg. Skin, Cervix) in the DROPDOWN & details (eg. Right Arm) in the comments box to the RIGHT. Enter one line per specimen. Cervix 7 o'clock [1367]
 Specimen source(s): Indicate Tissue Type/Organ (eg. Skin, Cervix) in the DROPDOWN & details (eg. Right Arm) in the comments box to the RIGHT. Enter one line per specimen. Endocervix [417]
 Relevant Clinical History/Information: HSIL, pap smear March 2021

Collection Date/Time: 9/3/2022 1339
 Collector: OBSTETRICS-GYNECOLOGY, PHYSICIAN Connect Care Specimen ID: 1261711-A
 Gynecological Cytology - Cervix - LAB4 (Order ID: 1261711)
 Status: Priority: Routine

Expected Date: Expiration Date: Interval: Count:

Specimen Type: Scrapings [171] Specimen Source: Cervix [11]
 Delay/Release to MyChart? No

- i. Label specimen(s) and put in a bag for transport to the lab. Put the requisition in the bag with the specimens.

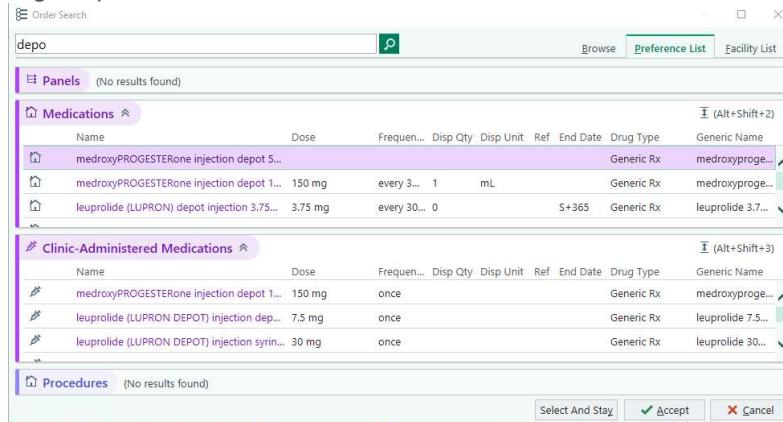
6. Place order for prescriptions or imaging in Connect Care

- Add orders by clicking on the **+ ADD ORDER** field at the bottom left of the encounter.

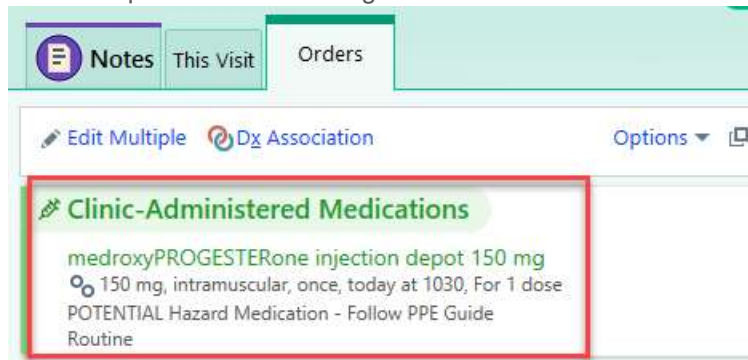


- Search for medications or imaging orders by typing a few letters of the required item in the field and press **Enter** to search.
- In the pop-up **Order Search** window, note that medications will show up in the **Medications** and **Clinic-Administered Medication** categories. Ensure that you choose the prescription from the appropriate category. Double-click the row to select it.

E.g. Depo Provera:



- The order will then appear on the **Sidebar**. Click on the order in the sidebar to open the order composer to make changes to the order defaults.



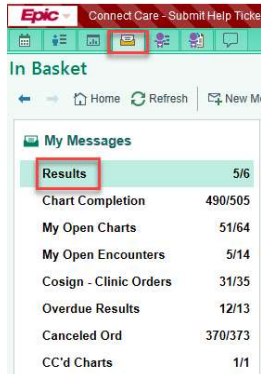
7. Specimen Ordering & Collection Resources

- [Outpatient staff - Medications & Orders Quick Start Guide \(albertahealthservices.ca\)](https://albertahealthservices.ca)
- [Ambulatory Printing Orders Tip Sheet \(albertahealthservices.ca\)](https://albertahealthservices.ca)

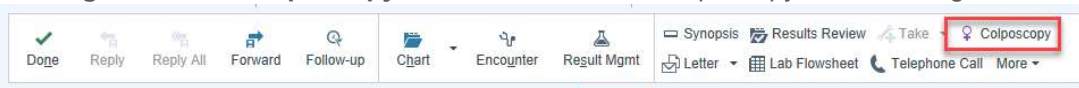
Section # 5 Colposcopy results workflow

1. Results are returned to the ordering provider via In Basket.

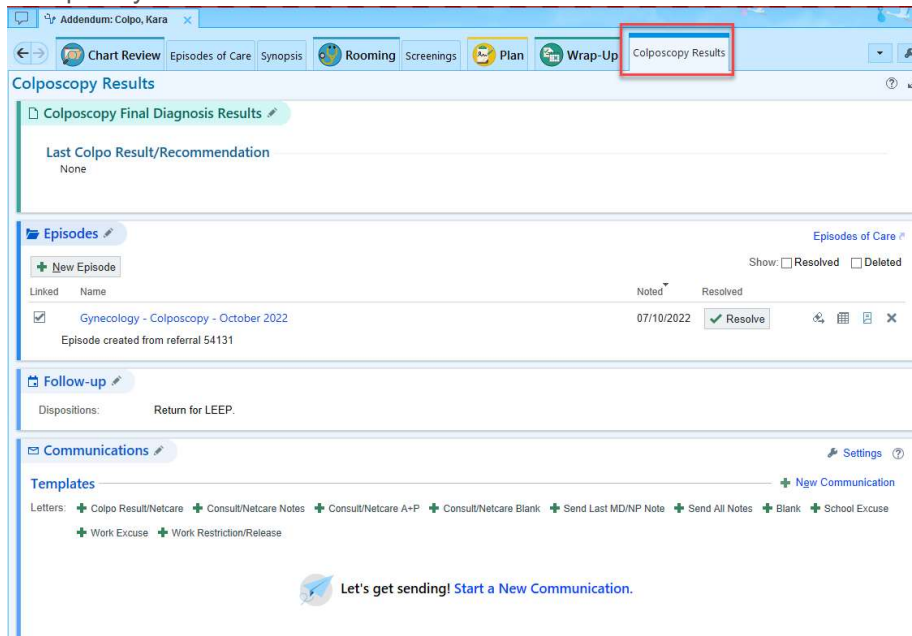
- a. Go to **In Basket, Results folder** and select a patient result.



- b. If the patient results meet the criteria, the **Colposcopy** button will be enabled (active).
c. Click the **Colposcopy** button from either the action menu or **right-click on the result message** to see the **Colposcopy** button, to access the Colposcopy Results navigator.



- d. The colposcopy encounter will be opened for addendum starting on the **Colposcopy Results navigator**. The first section of the **Colposcopy Final Diagnosis Results** navigator will open by default.



2. Enter colposcopy final diagnosis and recommended follow-up

- a. The **Cervical Cancer Screening Final Diagnosis** navigator section will open by default. Click on the navigator section header to make the section active, if needed. Click Cancel to close the form without recording any results.
b. Click the **hyperlink: Open Pathology/Cytology report on Sidebar** to see the pathology/cytology report on the sidebar.

- c. Review the procedure note (includes impression), and pathology and/or cytology results on the **Sidebar** report that opened.
- d. On the **Colposcopy Results SmartForm**, the **colposcopy appointment date** will auto-populate (based on a rule firing in the background).
- e. Select the required **final diagnosis location(s)** which causes a list of location-specific diagnoses to cascade in. Select the appropriate **final diagnosis** from the list(s).
 - i. If the correct diagnosis is not available on the list, choose **Other** and type text into the comment field that is added to the form.
 - ii. If the result includes HPV testing, click on **HPV (ToC)** to record positive or negative.
- f. Select your **follow-up recommendation(s)** and **enter a due date** and **laser locations** (if applicable) for treatment. Due date and laser locations fields will only be present when appropriate based on the recommended follow-up entered.
 - i. Choose **QA Review** to add a SmartText-enabled comment box to record QA comments.
 - ii. Choose **Other** to add a SmartText-enabled comment box to record any recommendations that aren't available on the list.
- g. Select a **follow-up action** (appointment booking details) from the available list that is appropriate for your location.
 - i. Choose **Other (comments)** to add a SmartText-enabled comment box to the form.
- h. Click on **Click to sign form** button to record your name and the current date/time to the form.
- i. Click **Close** to file results.

Colposcopy Results

Colposcopy Final Diagnosis Results

Colposcopy Final Diagnosis & Recommendations

Colposcopy Date: 03/04/2023

Final Diagnosis

Cervix Vagina Vulva Endometrium HPV (ToC)

Cervix

LSIL HSIL Negative NIL - HPV Only Condyloma SIL Unqualified AIS

Microinvasion Malignant Other

Recommendation(s)

| | | | |
|--------------------------------------------------|-----------------------|-------------------|--------------------------------------|
| Discharge from Colposcopy - Screening Cytology | Laser | Hysterectomy | Follow-up Due Date |
| Discharge from Colposcopy - No Routine Screening | LEEP | QA Review | ASAP 6 months 1 year Other (specify) |
| Refer to Gyn Oncology | LEEP Conization | Other | |
| Repeat Colposcopy 2-3 Months Post-partum | Cold Knife Conization | Smoking Cessation | |
| Repeat Colposcopy | Excision Vulva | HPV Vaccine | |
| Post-treatment HPV ToC | | | |

Follow-up Action

Colposcopy clinic will book the follow-up appointment/procedure for this patient.

Colposcopy clinic will refer the patient to Gyn Oncology.

Book appointment for Pap test at 36 months at your office/clinic recommended. Refer to TOP Clinical Practice Guidelines.

Book appointment for Pap test at 12 months at your office/clinic recommended. Refer to TOP Clinical Practice Guidelines.

Other (comment)

Click to sign form

Recommendations made by: Physician Obstetrics-Gynecology, MD

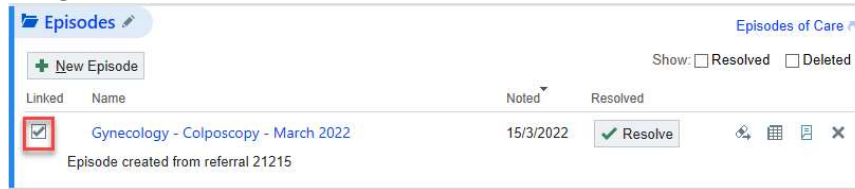
11/05/2023 11:38 Now

Close Cancel

Previous Next

3. Confirm that the current encounter is linked to the Colposcopy Episode

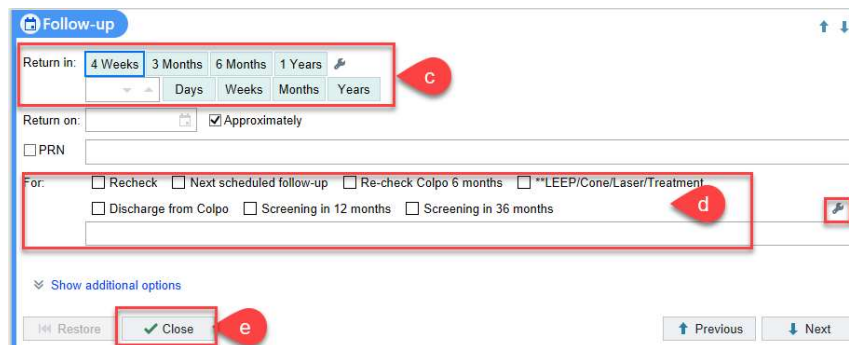
- The Colposcopy Episode is automatically linked to the current encounter when you see **Colposcopy** with a **checkmark** in the **Linked** column of the Episodes section of the navigator.



- If the Colposcopy Episode is not linked, you'll see a blank checkbox next to Colposcopy if an Episode exists. **Click the checkbox to link** the current encounter to the episode.
- If you are discharging the patient from colposcopy, see [Resolve Colpo Episode](#) for instructions on resolving the Episode.
- If no Colposcopy Episode exists, request that a clerk or nurse create one.

4. Send a request to the Follow-up Workqueue for clerks to action

- The **Follow-up** navigator section sends an actionable request to the **Follow-up Workqueue**. Click on the section header to open the section.
- Enter a follow-up request for all patients who will need another appointment, even if it's far in the future. Document relevant location changes. E.g. having a patient return to STCH for follow-up colpo visit after LEEP or booking LEEP at RAH, etc.
- The **"Return in"** row tells the booking staff an approximate date that the patient needs to return, if they are returning. If discharging the patient or referring to Gyn Oncology, leave the **"Return in"** row blank.
- The **"For"** row check boxes are **personalizations** made by clicking the **wrench** at the right side of the navigator section. Anything checked or typed here sends a **comment to the Follow-up Workqueue**. This is a quick way to communicate what type of appointment needs to be booked for the patient, and where it should be booked. You can also enter comments on the blank line below the check boxes if you prefer.
- Click Close.



5. Send a letter to the referring provider

- The **Communication** navigator section is used to send a letter to the **referring provider** and/or **PCP**, as needed. Click **New Communication** to open the section.
- Add the **Colposcopy Results/Netcare** letter template to your favourites or search for the template by clicking “**Other Templates**” and searching for “colpo”. Choose the template called **AHS COLPOSCOPY RESULTS LETTER; SHARED EXTERNALLY + NETCARE**.
- Select the letter recipient(s) using the quick buttons or by entering a name and searching in the **Search All Contacts** field. You can send the same letter to multiple providers.

Communications

Recipients & Routing

+ PCP 1 + Referring 2 + Patient 3 + Print for Patient 4 + Care Team 5 + All Referring 6 + Resident PCP 7 + Recent Recipients 8 + My Recipients - Last Encounter 9

+ Free Text Remove All 0

Send To



Use only the defined letter template! The “letter date” column in reporting workbench will NOT function if the colpo letter template is not used. Do NOT make your own version of the template – request changes to the letter template via the Colposcopy Working Group instead.

- Review the letter in the preview window and edit as needed.

Communications

Recipients & Routing

+ PCP 1 + Referring 2 + Patient 3 + Print for Patient 4 + Care Team 5 + All Referring 6 + Resident PCP 7 + Free Text Remove All 0

To: Outpatient Physician Family... PCP In Basket Add recipients

Cc:

Route draft to staff

Information to Include

Do the attachments or letters contain sensitive information?

Yes No

Letter

Colpo Result/Netcare Replace Template

REF BY: Medicine, MD Outpatient Physician Family Medicine

11/May/2023
Patient phone: 780-831-6794

Thank you for referring Kara to colposcopy clinic.
This letter will update your records and determine further actions required, if any.
Kara was seen 03/04/2023.

Last Colpo Result/Recommendation

| | |
|---------------------------|-----------------------------------------------------------------------------------|
| Final Diagnosis Cervix | HSIL |
| Follow-up Recommendation | LEEP |
| Follow-up Details | Colposcopy clinic will book the follow-up appointment/procedure for this patient. |
| Follow up Due | ASAP |
| Provider Name | Physician Obstetrics-Gynecology, MD |
| Provider Signed Date/Time | 11/05/2023 11:38 |

- e. If the **Final Diagnosis** includes **HPV (Toc) negative** and the recommendation is to **discharge** the patient, this statement, including a QR code, is automatically added to the letter.

Lynn Abby Colposcopy PHN/ULI: DOB: 15/Apr/1975 Gender: woman PCP: Outpatient Physician Family Medicine, MD

Lynn is being discharged from colposcopy for follow-up in primary care, her next Pap test is due 12/05/2024

Lynn requires continued cervical screening as per [Clinical Practice Guidelines \(CPGs\)](#) If any related or new abnormalities develop, we would be happy to see her again.

To learn more about HPV Test of Cure, go to healthcare providers page on

[screeningforlife/healthcareproviders](#)



Please contact me if you have any questions regarding her care.

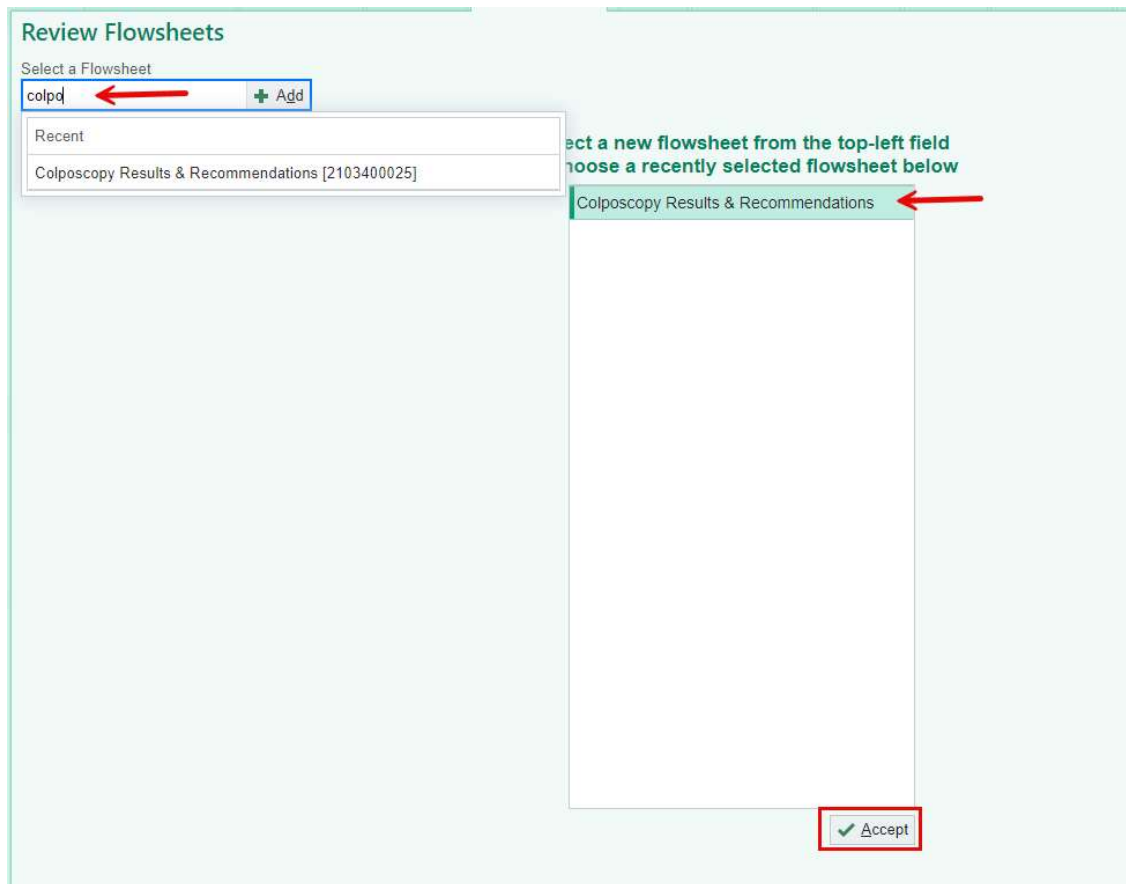
- f. Click **Send Now** to send the letter.

- g. Click **Sign Addendum** to close the encounter.

- h. Back at **In Basket** with the patient's result message still selected, click **Done** from the action menu to complete the workflow and send the results message to your **Completed Work** folder.

6. Review Previous Colposcopy Results and Recommendations

- a. The Review Flowsheets activity shows the history of results and recommendations entered by colposcopists.
- b. From Review Flowsheets, either type “colpo” into the search field or choose “Colpo Results & Recommendations” from the list of available Review Flowsheets.



- c. Previous colpo results will be loaded if any have been entered.
- d. The encounter date shows at the top of each column of results. Newest results are on the right. If several results exist, there will be a scroll bar at the bottom of the activity.

| | 11/09/2023 | 12/09/2023 |
|--------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Colpo Results & Recommendations | | |
| Final Diagnosis Cervix | HSIL | HSIL |
| Follow-up Recommendation | LEEP | Repeat Colposcopy Post-treatment HPV ToC |
| Follow up Due | ASAP | 6 months |
| Follow-up Details | Colposcopy clinic will book the follow-up appointment/procedure for this patient. | Colposcopy clinic will book the follow-up appointment/procedure for this patient. |
| Provider Name | MD | MD |
| Provider Signed Date/Time | 18/09/2023 08:02 | 18/09/2023 08:10 |

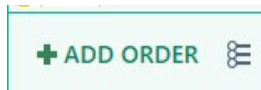
7. In Basket Resources

- a. [Outpatient Physician In Basket QSG \(albertahealthservices.ca\)](https://albertahealthservices.ca)
- b. [Physician In Basket QSG \(albertahealthservices.ca\)](https://albertahealthservices.ca)
- c. [Provider Portal In Basket Management QSG \(albertahealthservices.ca\)](https://albertahealthservices.ca)
- d. [Provider Portal In Basket Results Management QSG \(albertahealthservices.ca\)](https://albertahealthservices.ca)
- e. [In Basket Best Practices Manual \(albertahealthservices.ca\)](https://albertahealthservices.ca)
- f. [Colposcopy Personalization QSG](https://albertahealthservices.ca)

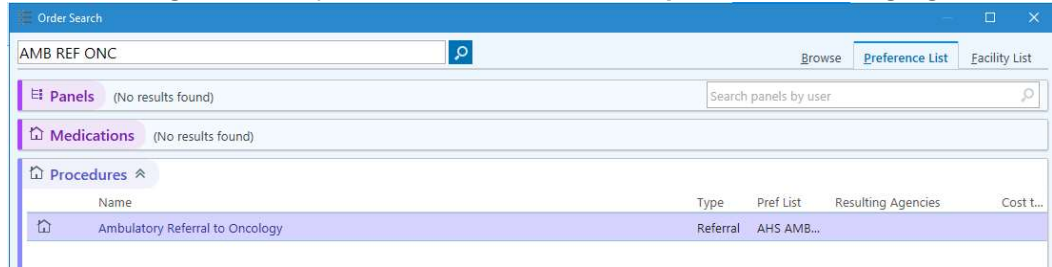
Section # 6 Refer Patient to Gynecological Oncology

1. Place referral order for Ambulatory Referral to Oncology

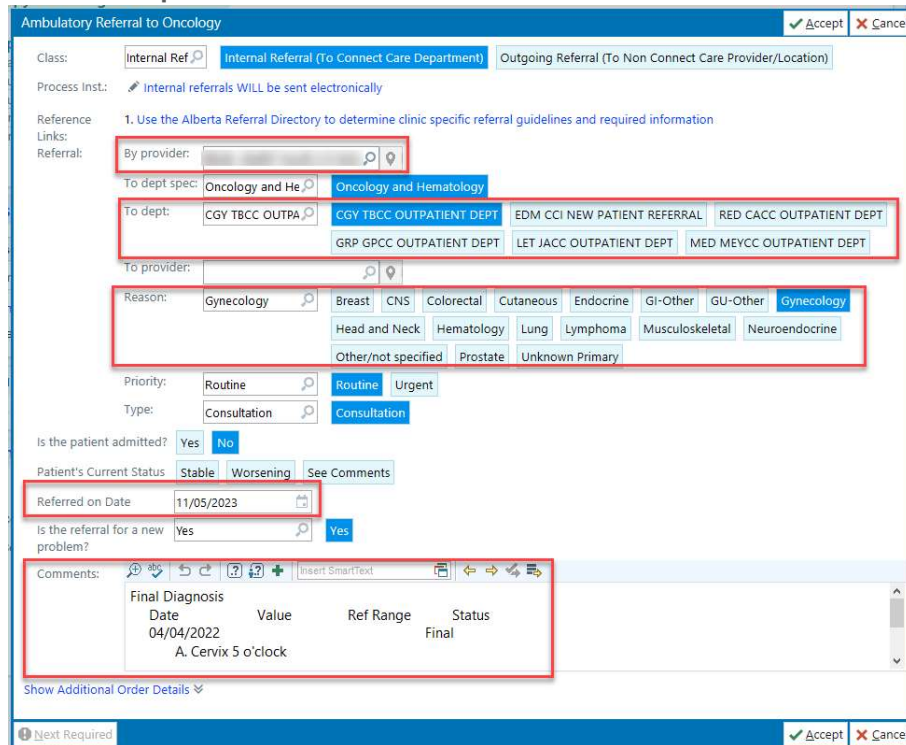
- a. Click on the **+ ADD ORDER** field at the bottom left of the encounter.



- b. Type **“oncology”** and press **<Enter>** or click **+** in the order field to search.
- c. In the pop-up **Order Search** window, select **Ambulatory Referral to Oncology** by double-clicking the row or press **<Enter>** or click **<Accept>** with the row highlighted.



- d. The order will appear on the Sidebar, and the order composer will open automatically due to having hard stop (required) fields in the order.
- e. In the **order composer** for Ambulatory Referral to Oncology:
 - i. Select the **referral class** (internal or external)
 - ii. Enter the **By provider** (your name).
 - iii. Enter **To dept** (where you're referring the patient to).
 - iv. Enter the **Referred on Date** (T for today).
 - v. Enter relevant comments in the **Comments field**. The text box is SmartText-enabled, you can use SmartTools here.
 - vi. Click **Accept**.



2. Resources

- a. [Referral Orders Tip Sheet \(albertahealthservices.ca\)](http://albertahealthservices.ca)

Section # 7 Audit a Colposcopy Clinic by Running the Reporting Workbench Report

1. Choose which Reporting Workbench report to view

- a. **NEW OBGYN Colposcopy Cervical Cancer Screening Clinical Audit Report** shows all the patients seen by the logged-in prescriber at any of the colpo clinics within the (editable) date range.
- b. **New Colposcopy DEFICIENCIES Clinical Audit Report** shows only those patients seen by the logged-in prescriber, within the (editable) date range, who don't have a final diagnosis and recommendations recorded.

2. Run the Reporting Workbench Report

- a. Go to **My Reports** from the **Epic** button or using **Chart Search**.
- b. Click on **Library**
- c. Type "**colpo**" in the **search field**
- d. Mark both "**NEW OBGYN Colposcopy Cervical Cancer Screening Clinical Report**" and "**New Colposcopy DEFICIENCIES Clinical Audit Report**" as favourites by clicking the **star** on the left side of each row. When marked as favourites, the reports will be available from:
 - i. **Women's Health Physician Home Dashboard**.
 - ii. The "**My Reports**" tab of the My Reports activity.
- e. **Edit** the report by right-clicking on it to make changes to the date range for your search.
 - i. To audit a specific clinic date, type that clinic date in the "**From**" and "**To**" fields.
- f. Click **Run** to run the report.

3. View the Report

- a. View the deficiencies report. Hover over each column name for detailed information on what the column displays.
 - i. The **Letter Date** column is based on a rule that looks for the colposcopy letter template: **AHS Colposcopy Results Letter to Referring Provider & Netcare**. If this letter template is not used, the date will not populate in the report column.
- b. For **patients without cytology or pathology ordered**, there will be no prompt from **In Basket** to complete the final diagnosis documentation and make recommendations.
 - i. Double-click the patient's row to open her chart.
 - ii. Click the Cervical Cancer Screening hyperlink at the bottom of Storyboard.
 - iii. Choose the colposcopy encounter to addend with results.
 - iv. Follow the instructions in [Colpo results workflow](#) to enter a final diagnosis, recommendations for follow-up etc.

4. Send a staff message from the report

- a. With the patient's row selected, click on **Communication** in the toolbar at the top left of the report view screen.
- b. Select **Staff Message** from the drop-down list.
- c. Choose a **Routing Action** from the drop-down list.
- d. **Enter a recipient** and type your message in the **Staff Instructions** field.
- e. Click **Send Messages**.

5. Reporting Workbench Resources

- a. [Reporting in Epic Quick Start Guide \(albertahealthservices.ca\)](#)
- b. [CMIO Quick Start Guide - Reporting for Physician Leaders \(albertahealthservices.ca\)](#)
- c. [Modify Reports in Connect Care Quick Start Guide \(albertahealthservices.ca\)](#)
- d. [Connect Care In-system Reporting Resources \(albertahealthservices.ca\)](#)
- e. [Run Key Reports in Connect Care Quick Start Guide \(albertahealthservices.ca\)](#)