Cancer Screening Booking and Billing: Detailed Instructions for your Primary Care Practice

For additional information regarding the programs below, visit the <u>Ontario Health – Cancer Care Ontario Screening Resources for</u> <u>Healthcare Providers</u>, <u>Primary Care Quality Improvement Toolkits</u>, and <u>COVID-19 Recovery</u> webpages. The Erie St. Clair Regional Cancer Program team is available to support you in all of your screening efforts. Below is a summary of the provincial cancer screening programs:

	Cervical (OCSP)	Breast (OBSP)	Colorectal (CCC)
Target age:	• 25* - 70 years old *The starting age has been increased from 21 to 25 based on <u>available</u> <u>evidence</u> .	• 50 – 74 years old	• 50* – 74 years old *High risk: Or 10 years earlier than the age their relative was diagnosed with colorectal cancer, whichever comes first.
Ineligible (excluded) patients include:	 Previous history of cervical cancer No cervix Individuals that are not sexually active (present or past) should delay cervical screening until they become sexually active 	 Previous history of breast cancer Completed a screening mammogram within the last 11 months Experiencing acute breast symptoms such as swelling, sharp pain, lumps, redness etc. 	 Previous history of colorectal cancer History of precancerous colorectal polyps requiring surveillance or inflammatory bowel disease (e.g. Crohn's or ulcerative colitis) Experiencing symptoms of colorectal cancer (e.g., unexplained weight loss, changes in bowel movement, blood in stool, stomach discomfort, anemia, feeling that bowel does not empty all the way)
Eligible patients include:	 Anyone within the target age with a cervix who is <i>currently</i> sexually active* (including transgender men that retained their cervix) Anyone within the target age that has been sexually active <i>in</i> <i>the past</i> *Sexual activity refers to intercourse (sex), digital (using fingers) and/or oral (using mouth) sexual activity involving the genital area with a partner of any sex 	 Average risk: Any individual within the target age (50-74 years old) High risk: Individuals 30-69 years old identified as high risk must have a physician referral, valid OHIP number, no acute breast symptoms and fall into either Category A (personal or family history) or Category B (genetic assessment) <u>Ontario Breast Screening Program (OBSP)</u>. 	 Average risk: No first-degree relative (parent, brother, sister or child) who has been diagnosed with colorectal cancer High risk: One or more first-degree relatives (parent, brother, sister or child) diagnosed with colorectal cancer
Screening test(s) and frequency:	 Pap test* Every 3 years *You can bill as soon as the Pap test is completed. If an annual/abnormal/insufficient with repeat is required, there is a separate code that is to be used (the code for this Pap test is the "visit type" + G394 + E431). 	 Average risk: Mammogram Every two years High risk: Individuals 30-69 years old, mammogram and MRI annually 	 Average risk: Fecal Immunochemical Test (FIT) Every 2 years High risk: Colonoscopy Every 5 years (if first-degree relative was diagnosed before age 60) Every 10 years (if first-degree relative was diagnosed after age 60)

Screening Performance in the Erie St. Clair Region (i.e., Windsor-Essex, Chatham-Kent, Sarnia-Lambton)

Below is the percentage of eligible, rostered patients in our region that are up-to-date on screening for each program. The goal is for each practice to reach the 2024-25 targets set out by Ontario Health – Cancer Care Ontario.

	Cervical (OCSP)	Breast (OBSP)	Colorectal (CCC)
As of March 31, 2024	61%	61%	69%
2024-25 OH-CCO Target	85%	70%	70%

Ideas for Increasing Cancer Screening in your Practice

Sign up for <u>Physician-Linked Correspondence</u> to ensure your patients receive cancer screening reminder letters with your name and practice information included. This has been shown to increase patient screening participation.
Review the accuracy of your EMR data (refer to detailed instructions provided below).

Review your <u>Screening Activity Report (SAR)</u> and <u>MyPractice Primary Care Report</u> monthly (refer to detailed instructions provided below).

Consider sending patients to the Rapid Assessment and Management Program (RAAMP) in Windsor-Essex if you do not have capacity to complete routine cancer screening or if the patient requires a female provider to complete a Pap test. Visit <u>www.raamp.ca</u> to learn more.

Consider hosting a **Cancer Screening Nursing Student** specially trained by the Erie St. Clair Regional Cancer Program to review eligible patients in your EMR and SAR, book screening tests and support follow-up (192 hours of free support available per semester). Contact <u>samantha.metler@wrh.on.ca</u> (Regional Cancer Program Coordinator) to learn more.

EMR Screening Data Review: Detailed Instructions

Data accuracy is key to identifying eligible patients for cervical, breast and colorectal cancer screening. If you realize your EMR data is not a true reflection of your practice and patients, take these steps to improve your data quality:

- Designate a member of your staff to lead the monthly review of patients due/overdue for cancer screening
- Review how using the i4C Dashboard can assist you with identifying patients who are due or overdue for screening
- Ensure each cancer screening test and follow-up of abnormal results is documented in the patient's EMR chart to be able to track test frequency and effectively schedule screening recall
- Each time a patient is booking an appointment, check the EMR to see if cancer screening education and/or a Pap test can be added to their upcoming appointment (if they are due or overdue)

Below are detailed instructions for reviewing cancer screening information in QHR Accuro, Telus PS Suite and Oscar Pro EMRs:

QHR Accuro

• Press and release the Alt key, type "Prevent" in the Search Field, click on "Cumulative Preventive Care Bonus".

	Ourselation I							
File	Cumulative	Preventive Ca	re Bonus					
Scheduler	Cumulative F	Preventive Ca	re First Laun	ch Tutorial				
Tools								
Reports								
Billing								
Users								
Help								
CDS								
Configuration								
Search Result								
5								
prevent								
	•					_	~	
EMR	G		Ë	\bowtie		F	Q	•
					~			

Figure 1: Searching for the Cumulative Preventive Care Bonus

- Select 1 to create a new profile and enter a name for your profile. Click OK
- Click Create Default. (Create Blank will not have any mapping)

•

Profile Creation Type								
Create a blank profile, or the default profile?								
Create Blank Create Default Cancel								

Figure 2: Choose Create Default to use default mapping to preventive care codes.

- Locate your profile name, highlight, and click Load.
- In each preventive screening tab, you can review what are "Included and Excluded Services".
- Ensure the correct provider is select at the bottom left. Click Generate Report.

¢	Cumulative Preventive Care Bonus – 🗆 🗙
Profile: Dr. Estaban 🗸 Fisc	al Year Ending: March 31, 2022 文
Mammography Ta	arget Population Included Services Excluded Services
Colorectal Cancer Screening Childhood Immunization Pap Smear Influenza Vaccine	Aaximum Age: 74 ♀ Year(s) ∨ Ainimum Age: 50 ♀ Year(s) ∨
S L f(n	Sex: Female v Day of calculation March v 31 v or minimum and naximum ages:
Provider: Arispe, Esteban	✓ Generate Report Save Cancel

Figure 3: Select the correct provider, view included and excluded services, generate report

The report that generates allows you to view your percentages and patients in each preventive screening category.

\$ -	Cumulat	tive Preventive	Care Bonus		_ 🗆 X
Provider: Arispe, Esteban					🖶 Print
Category	Compliance Rate		Service Code	Required Rate	
			Q100A	60%	
	1		Q101A	65%	View Potiente
nfluenza Vaccine		<u> </u>	Q102A	70%	view Fallenits
	110 🗘 -	0 0	Q103A	75%	Create Claim
			Q104A	80%	
			Q105A	60%	
	21 ^		Q106A	65%	View Potiente
Pan Smear	101 - 4	= 22%	Q107A	70%	view Fallenits
ap on our		4 0	Q108A	75%	Create Claim
			Q109A	80%	
			Q110A	55%	
	2 ^		Q111A	60%	View Detiente
Mammooraphy	64 - 3		Q112A	65%	view Fallenits
ianino graphy		3 0	Q113A	70%	Create Claim
			Q114A	75%	
	0		Q115A	85%	View Patiente
Childhood Immunization	0 0	<u> </u>	Q116A	90%	view Fallenits
	10 🗘 -	0 0	Q117A	95%	Create Claim
			Q118A	15%	
			Q119A	20%	
	5 🗘		Q120A	40%	View Patients
Colorectal Cancer Screenin	g	= 5%	Q121A	50%	Create Claim
	107 -	2 v	Q122A	60%	
			Q123A	70%	

Figure 4: View percentages and patient lists for Preventive Screening

TELUS PSS

• In the Records window, choose Patient > Preventive Care Summary Report



Figure 1: In Records open Preventive Care Summary Report

- In the Year End field, choose the end date for the year for which you want to see data.
- Choose the doctor(s) whose patients you want to include in the report.
- By default, only rostered patients are selected. Uncheck if you wish to view all patients.
- Click OK

•

	Year End: 🗲 Ma	r 31, 2022			+		
Flu Shot (Coverage Period:	← Sep 30, 2021	+	to	← Jan 31, 2022	+	
Mammogr	ams Coverage Period:	+ Oct 1, 2019	+	to	← Mar 31, 2022	+	
Paps Cov	erage Period:	+ Oct 1, 2018	+	to	← Mar 31, 2022	-	
Occult Bla	od Coverage Period:	+ Oct 1, 2019	+	to	← Mar 31, 2022	+	
Doctors:	 Katie Peter Marsha Foster Melissa Bastin Olivera Bosnic 					_	
	 Door Talahi 				Show Inactiv		

Figure 2:Choose year end date, doctor(s) to generate report.

Report can be printed, or you can double click a number in the report to see a list of all active patients that meet those criteria.

eport 😡									
		Yea	ar End M	lar 31, 202	22				
	Popula	Exclu	Done	Not D	%	Needs First Letter	Needs Second Letter	Needs Phone Call	
Dash Board:									1
Mammograms	27	1	11	15	42.3	15	0	0	
Flu Shots	33	0	0	33	0	33			
Immunizations	2	0	2	0	100	0	0	0	
Paps	37	2	16	19	45.7	19	0	0	
Stool Occult Blood	55	12	7	36	16.3	36	0	0	

Figure 3: Report can be printed or used to view patient lists.

OSCAR Pro

• From the main menu in the appointment screen in OSCAR, select Report.

😵 Schedule Caseload R<u>e</u>sources <u>S</u>earc<mark>(R</mark>eport Billing Inbox³⁸

Figure 1: Ribbon found at the top of your screen in OSCAR

From the Report List, select Demographic Report Tool

RE	PORTLIST		Help
1	EDB List 05	From 2022-5-17	To 2022-5-17 CREATE REPORT
2	Active Patient List	MDLastOne_MDOne	
5	*All appointments Non Rostered Only	From 2022-5-17	To 2022-5-17 8 am v
	*Print Day Sheet for only new appointments	2022-5-17 🗸	
3	*Lab Day Sheet *Billing Day Sheet	2022-5-17	
4	Tabular-style Daysheet	2022-5-17	
5	Bad Appt Sheet	MDLastOne, MDOne	✓ 2022-5-17 ✓
5	Patient Chart List	MDLastOne, MDOne	✓
7	Old Patient List	MDLastOne, MDOne	age >
8	No Show Appointment List	MDLastOne, MDOne	Start Date:
9	Consultation Report		—
10	Laboratory Requisition Report		
11	Demographic Report Tool		
12 13 14	Demographic Set Edit Ontario Prevention Report Demographic Study List		

Figure 2: Report List highlighting the Demographic Report Tool

- In the window, select the following items that will be used as the criteria for creating a **patient set** to be used with the Ontario Prevention Report.
- The Ontario Prevention Report has a pre-defined default format for patient demographic information, however in order to save a patient set, at least one item in the **Search For** column must be selected (e.g., Demographic #).
- In the Where section, select:
 - **ages between** from the dropdown and enter the age range for the particular preventive screening (as per preventive screening guideline)
 - As of and enter the end of the reporting period (e.g., 2023-03-31)
 - **RO** to identify Rostered patients (optional).
 - MRP to identify the physician for whom the report will be created.
 - **AC** to identify Active patients.
- Enter a name for the patient set and click on the Save Query button.

Search For					Wh	ere					
Demographic #	AGE	ages between	~	50	74	Age Style: I	Exact: O In	the year	As of :	2023-03-31	
Last Name	First Name			Last Name	3						
 Address City 	Roster Status	FS NR RO TE									
Province	Sex	Female	~								
Postal Code Phone	Provider No	Arispe, Esteban 🗹	Gazawa	ay, Laure 🗆	McCoy, H	ank 🗆 MD	LastOne, MD	One 🗆	John, Sn	nith 🗆 osci	ardoc, doctor 🗆
Phone 2 Fmail	Patient Status	AC Active - Enrolled	Active -	FFS ALTC	- Active LTC						
 Year of Birth Month of Birth Date of Birth 	Demographic ID(s):										
	Order By	NO ORDER ¥									
Roster Status	Limit Results to:	NO LIMIT 🗸									
Patient Status											
Date Joined											
Chart #											
Provider #											
Provider Name											
Sex											
End Date											
Eff. Date											
Pcn indicator											
Health Card Type											
HC Expiry Date											
Family Doctor											
De A Berent											
Save Query Run Query											

Figure 3 Highlighting selections to create a Patient Set

- Follow the procedures above to create a separate patient set for each prevention type and for each physician.
- From the main menu in the appointment screen in OSCAR, select Reports.

Erie St. Clair Regional Cancer Program Ontario Health (Cancer Care Ontario)

•

• From the Report List, select Ontario Prevention Report.

RE	PORTLIST			ł
1	EDB List 05 Active Patient List	From 2022-5-17	То 2022-5-17	CREATE REPORT
3	Day Sheet	MDLastOne, MDOne	~	
	*All appointments Non Rostered Only	From 2022-5-17	To 2022-5-17	8 am 🖌 - 8 pm 🖌
	*Print Day Sheet for only new appointments	2022-5-17 🗸		
	*Lab Day Sheet	2022-5-17 🗸		
	*Billing Day Sheet	2022-5-17 ~		
4	Tabular-style Daysheet	2022-5-17		
5	Bad Appt Sheet	MDLastOne, MDOne	< 2022-5-17 ✓	
6	Patient Chart List	MDLastOne, MDOne	~	
7	Old Patient List	MDLastOne, MDOne	age >]
8	No Show Appointment List	MDLastOne, MDOne	Start Date:	
9	Consultation Report			
10	Laboratory Requisition Report			
11	Demographic Report Tool			
12	Demographic Set Edit			
13	Ontario Prevention Report			
14	Demographic Study List			
15	Chronic Disease Management			

Figure 4: Report list highlighting Ontario Prevention Report

- From the **Patient Set** dropdown, select the name of the patient set you created previously.
- Select the appropriate prevention from the Prevention Query dropdown
- Enter the As of date. (e.g., 2023-03-31)
- Click on the **Submit** button to generate the report.



Figure 5: Selections to create an Ontario Prevention Report

• The list of patients and their prevention status appears with each one colour coded as follows:

Up to Date	No Prevention info	rmation available	Ineligible
Pending	Overdue	Refused	Recently Due

Figure 6: Colour Coding of Patient Status

• You may sort the **Ontario Preventions Report** by **status** to obtain a list of patients who require follow-up – patients overdue for screening.

	Total patient Ineligible:3	s: 19				Up to Date: 0 = 0	%			84	Select Contact N	lethod 🗸	Save	Contacts	3						
	DemoNo	DOB	Age as of 2023- 03-31	Sex	Lastname	Firstname	hin 戻	Phone	<u>Ema</u>	<u>il 💦 </u>	Address	Next Appt.	Status	Bonus Stat	Since Last Procedure Date	Last Procedure Date	Last Contact Method	Next Contact Method	Select Contact	Roster Physician	Bill
16	1087	1952- 06-15	70 years	F	ELDER	JUNE		905-			ON		Up to date	N	30 months	2020-09-15 00:00		L1		John, Smith	
15	<u>1093</u>	1965- 06-09	57 years	F	KROY	WENDY	1213141524	705-888- 0987	w.kroy@noema	il.com	1234 Backwards Road Havenstock ON K1T 111		Refused	N	55 months					John, Smith	•
14	<u>837</u>	1964- 11-15	58 years	F	Akkerman	Raquel	2936548185pf				от		Refused	N	27 months					John, Smith	
13	<u>1110</u>	1967- 01-01	56 years	F	DASHI	CAROL		905-			ON		Overdue	N	68 months	2017-07-20 00:00		11		John, Smith	
12	<u>1104</u>	1957- 03-28	66 years	F	JOHNSON	SANDRA	999999997	905-987- 4392	sandyj@noema	il.com	182 Idont road Toronto ON N1K1J1		Overdue	N	45 months	2019-06-03 00:00		11	•	John, Smith	
10	1085	1951- 11-27	71 years	F	Markle	Meghan		613-220- 8549			123 Easy St Wellington ON K0G1K0		Overdue	N	109 months	2014-02-19 00:00		11	•	John, Smith	
9	<u>1138</u>	1952- 06-15	70 years	F	HUNTER	CHARLOTTE		905-333- 3333			ON		No Info	N				L1		John, Smith	
8	<u>1130</u>	1963- 11-07	59 years	F	VANG	NANCY		905-			2795 Lyons Ave Toronto ON MON3W2		No Info	N				L1	•	John, Smith	

Figure 7: Ontario Preventions Report

Screening Activity Report: Detailed Instructions

The Screening Activity Report (SAR) is:

- an online tool provided by Ontario Health-Cancer Care Ontario
- available to Primary Care Physicians (PCPs) with rostered patients
- an easy way to review rostered patient's breast, cervical and colorectal cancer screening/follow-up needs
- meant to supplement the EMR by providing a snapshot of patient screening needs

Nurse Practitioner (NP)-Led Clinics do not have access to the SAR and have established other methods to track cancer screening. To sign-up for the SA, SAR support, or NP-Led Clinic tracking processes, contact <u>samantha.metler@wrh.on.ca</u> (Regional Cancer Program Coordinator). SAR data is refreshed on the 10th of each month and can be downloaded as an excel file. Click <u>here</u> to view SAR training videos or search SAR support on youtube. Below is a sample SAR report:

Physician Level Summary	<u>Breast</u> <u>Screening</u>	<u>Cervical</u> <u>Screening</u>	Colorectal Screening
Total eligible individuals	<u>13</u>	<u>14</u>	23
Total excluded individuals (due to previous cancer, surgery, or OBSP high risk)	8	4	3
Action required	4	<u>6</u>	<u>12</u>
Abnormal screen, follow-up needed	2	<u>3</u>	2
Invalid result, retest required	N/A	<u>1</u>	2
Overdue for screening	2	2	8
Due for screening ≤ 6 months	2	2	2
Physician review required	4	<u>5</u>	<u>7</u>
Colonoscopy in the last 10 years or Flexible Sigmoidoscopy in the last 5 years	N/A	N/A	3
Review patient history	2	<u>3</u>	2
Abnormal screen, follow-up underway	2	2	2
or completed		<u> </u>	

Clicking on the underlined numbers in the chart above leads to patient-level information.

MyPractice Primary Care Report: Detailed Instructions

Learn even more about your practice by signing up for the confidential <u>MyPractice Primary Care Report</u> which includes:

- Practice, regional and provincial-level data so you can see your care patterns, in relation to your peers
- Data about your opioid prescribing patterns along with data on how your patients are doing with **cancer screenings** and diabetes management, and how they're using other health services, like emergency departments
- Suggestions and resources alongside your data so you can spend less time looking for solutions that may already exist and more time helping your patients

Click <u>here</u> to sign-up or visit <u>www.hqontario.ca</u> and search for *MyPractice Primary Care Report*. Reports are refreshed with new data four times a year (June, September, December, March). For guidance on reviewing your report, contact Dr. Braedon Hendy, Regional Cancer Screening Primary Care Lead (<u>braedonhendy@gmail.com</u>).