



# CareSelect Imaging Open Access

User Guide



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## Overview

The CareSelect Imaging Open Access Portal is a web version of NDSC's qualified Clinical Decision Support Mechanism (qCDSM) that enables the use of Appropriate Use Criteria (AUC). The intention of the Open Access Portal is to provide all ordering providers with access to clinical decision support (CDS), regardless of access to an EMR integrated CDS solution. The Open Access Portal enables providers to fulfill the Protecting Access to Medicare Act (PAMA) legislative requirement that a CDS consultation must be done at the point of ordering for all high-tech imaging orders. The Open Access Portal does not use Protected Health Information (PHI) in any form.

## Access the CareSelect Imaging Open Access Portal

To access the CareSelect Imaging Open Access Portal for the first time, navigate to <http://openaccess.careselect.org/registration> and register for an account. To register, you will provide basic information, including your name, NPI, email, etc. Once your registration is complete, you will be able to log into the application.

To access the CareSelect Imaging Open Access Portal post registration, navigate to <https://openaccess.careselect.org> and enter the username and password created during your initial registration.

A screenshot of the CareSelect login page. At the top is the CareSelect logo. Below it is a white login form with a blue border. The form contains two input fields: "Email" with a user icon on the right, and "Password" with a lock icon on the right. Below the fields is a blue "Login" button. At the bottom right of the form are two links: "Forgot password?" and "Forgot username?".



## Consult CDS

Upon logging in, you may immediately begin consulting clinical decision support from *Consult CDS*. The workflow begins with inputting the patient's age and sex. You may consult CDS on your own behalf, or on behalf of another user by clicking *Change Ordering Provider*.

The screenshot shows the top navigation bar with the CareSelect logo and links for Consult CDS, Search CDS Consultations, User Guide, and FAQ. On the right, there are links for My Profile and Sign Out. Below the navigation bar, the current user is identified as 'Ordering Provider: Test User (8049021768)' with a 'Change Ordering Provider' link. The main content area is titled 'Patient Demographics' and contains a form with a 'Patient Age\*' dropdown menu and a 'Patient Sex\*' section with radio buttons for 'Male', 'Female', and 'Unknown'.

## Find the Appropriate Service

After the patient's age and sex have been defined, you may search for and select a service (i.e. an exam). Once you've selected a service, you will be prompted to select an indication (i.e. reason for exam).

If you are unsure which service to select, click on *Skip Service* and search for an indication.

The screenshot shows the 'Service Information' section of the interface. At the top, the patient information is displayed as '75 year old Female' with an 'Edit' button. Below this is a search bar containing the text 'ct head-brain wq' and a search icon. To the right of the search bar is a red 'Skip Service' button. Underneath the search bar is a 'Services Search Results' section with a list of four radio button options: 'CT HEAD/BRAIN W WO CONTRAST', 'CT HEAD/BRAIN WO CONTRAST', 'MR SPECTROSCOPY HEAD/BRAIN W WO CONTRAST', and 'MR SPECTROSCOPY HEAD/BRAIN WO CONTRAST'. At the bottom of the results section is a 'Feedback' link.



## Find the Appropriate Indication

After searching for an indication, you may choose to select one or multiple from the displayed search results. Selecting an indication will yield a set of services that are most appropriate based on the selected indication(s) and patient age and sex combination. As soon as you select your first indication a set of AUC will display, including appropriateness rankings, relative costs (based on CMS RVU), and relative radiation levels (RRLs) for each service.

To select multiple indications, or adjust the indication already selected, click on *Edit* in the indication header, then search for and select the reason(s) for exam. With every selected indication, the list of relevant services and their AUC will update accordingly.

The screenshot shows the CareSelect web application interface. At the top, there is a navigation bar with the CareSelect logo and links for 'Consult CDS', 'Search CDS', 'Consultations', 'User Guide', and 'FAQ'. On the right side of the navigation bar are 'My Profile' and 'Sign Out' buttons. Below the navigation bar, the user's information is displayed: 'Ordering Provider: Test User (5049021766)' and a 'Change Ordering Provider' link. The main content area shows a patient profile for a '75 year old Female' and a service 'CT HEADBRAIN W WO CONTRAST'. Below this, the 'Indication Information' section is active, with a search box containing 'headache'. A dropdown menu lists various headache types, with 'post traumatic headache (ha)' selected. To the right, a list of 16 results is displayed, each with a checkbox. The results include: 'Carotid or vertebral dissection suspected', 'Headache, abnormal ICP suspected', 'Headache, acute, normal neuro exam', 'Headache, cancer or immunocompromise', 'Headache, chronic, no new features', 'Headache, chronic, with new features', 'Headache, cluster/trigeminal', 'Headache, infection suspected', 'Headache, intracranial hemorrhage suspected', 'Headache, neuro deficit', 'Headache, post traumatic', 'Headache, sinus or mastoid', 'Headache, temporal arteritis suspected', 'Headache, with cough or exertion', 'ICP elevation suspected', and 'Subarachnoid hemorrhage (SAH) suspected'. A 'Can't Find a Match' button is visible in the top right corner of the results area. A 'Feedback' link is located at the bottom center of the results area.

## Can't Find a Match

When searching for indications, you may not always be able to find an accurate indication. In these instances, select the *Can't Find a Match* button located in the Indication search box. This workflow will prompt you to provide additional information as to why you were not able to find a suitable indication out of those provided by the specialty medical societies.

The feedback provided here is regularly analyzed and shared with the specialty medical societies that NDSC partners with. The sharing of this information is meant to prompt conversations on gaps in content coverage.

Please note that by not selecting a structured indication via the *Can't Find a Match* workflow, your clinical decision support session will yield a No Score appropriateness ranking. This means that it could not be evaluated for appropriateness by the AUC content.



When using the *Can't Find a Match* workflow, do not include PHI in the free-text indication fields.

## View Research Evidence

To review the evidence and methodology behind the Appropriate Use Criteria recommendations for the defined exam and indication(s), click on the “Display Evidence” link at the top of the appropriateness rankings display window. A PDF document that explains the medical literature and rationale will open.

Note that the content in these PDFs is typically categorized by a large overarching clinical topic that is sub-divided into more specific clinical variants.

## Complete CDS Consultation

To complete your CDS consultation, you must select a service from the available appropriateness ranked AUC options, given the provided inputs (i.e. patient age and sex, and indication). Services are ranked in order of appropriateness.

Appropriateness rankings for a 80 year old Female Cancel CDS Consult

Appropriateness	Service	Cost	RRL	Display Evidence...
5	CT HEAD/BRAIN W WO CONTRAST	\$5	☆☆☆☆	Select this service
6	CT HEAD/BRAIN (ALL CONTRASTS)	\$5	☆☆☆☆	Select this service
6	CT HEAD/BRAIN WO CONTRAST	\$5	☆☆☆☆	Select this service
7	MR HEAD/BRAIN (ALL CONTRASTS)	\$55	☆☆☆☆	Select this service

Example: Image above represents how ACR (American College of Radiology) or SNMMI (Society of Nuclear Medicine and Molecular Imaging) content appropriateness rankings would display.

Appropriateness rankings for a 75 year old Female

Appropriateness	Service
Appropriate SOE: 2A Based upon lower-level evidence, there is uniform NCCN consensus that the intervention is appropriate.	CT CHEST-ABDOMEN-PELVIS (ALL CONTRASTS)
Recommended	CT CHEST-ABDOMEN-PELVIS W CONTRAST
SOE: 2A	
May Be Appropriate	NM BONE SCAN
SOE: 2A	
May Be Appropriate	NM BONE SCAN WHOLE BODY
SOE: 2A	
Indeterminate	CT CHEST-ABDOMEN-PELVIS W WO CONTRAST

Example: Image above represents how NCCN (National Comprehensive Cancer Network) or ACC (American College of Cardiology) content appropriateness ranking would display.

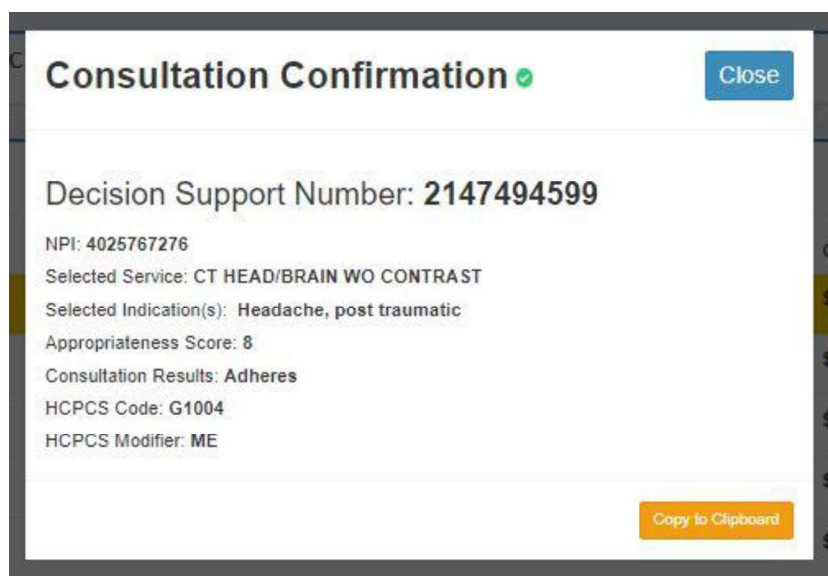


After selecting a service, a *Consultation Confirmation* will display. The confirmation includes the Decision Support Number (DSN), a unique transaction number assigned to every decision support session. The DSN can be used to verify that the AUC has been referenced as part of the ordering process. Additionally, if the DSN is entered in the EMR, it can be used as an identifier to link data between another system and CareSelect.

In addition to the DSN, you will receive information required for submission of claims to CMS, including (but not limited to) the HCPCS Code (i.e. the G-Code) and the HCPCS Modifier.

From the *Consultation Confirmation* display, you may:

- Close the *Consultation Confirmation* screen. Doing this navigates you back to the *Consult CDS* page
- Use *Copy to Clipboard*. Doing this allows you to easily copy and paste all information included on the *Confirmation Consultation* display.



## Navigate Your Dashboard

To navigate your dashboard, click on *Search My CDS Consultations* and select *My Consultations*. The dashboard, by default, will display your CDS consultations from that day. On the dashboard you may either search for a specific DSN (i.e. unique CDS consult) or select a date range for which to display a set of DSNs.

You may select *Consultations on My Behalf* and see CDS consultations completed by other users on your behalf.



On either results page, you may also use the appropriateness filter to display different search results. Note that you can view only your own CDS consultations on the CareSelect Dashboard; you may not view other users' consultations unless they were completed on your behalf.

The screenshot shows the CareSelect dashboard interface. At the top, there is a navigation bar with the CareSelect logo, links for 'Consult CDS', 'Search CDS Consultations', 'User Guide', and 'FAQ'. On the right side of the navigation bar are 'My Profile' and 'Sign Out' buttons. Below the navigation bar, there is a search area with a date selector (2019-11-03), a dropdown menu for 'My Consultations' (with a sub-option 'Consultations on My Behalf'), and a 'Search' button. To the right of this is a 'Search by DSN' field with another 'Search' button. Below the search area is a filter section for 'Appropriateness Score' with checkboxes for 'Green (7-9)', 'Yellow (4-6)', 'Red (1-3)', and 'No Score', along with a 'Filter' button. The main content area is titled 'Search Results' and contains a table with the following data:

DSN	Service	Indication	Score	Date Created	Acknowledgement Reason
2147494597	CT HEAD/BRAIN WO CONTRAST	Ataxia, post head trauma	9	Nov 4, 2019, 9:12:50	

## Provide Feedback

During the CDS consultation workflow, you may provide feedback to CareSelect. You may provide feedback at any point after the patient age and sex have been defined by clicking the *Feedback* link at the bottom of the page. When doing so, please include additional comments. Please do not include Protected Health Information (PHI) in comments. The feedback will be used by NDSC and the medical specialty societies to improve both the content and user experience.