



# 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> (where you will be redirected to the sign-in page) and enter the username and password you 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 person icon on the right, and "Password" with a lock icon on the right. Below these 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 provider by clicking *Change Ordering Provider*.

You will by default arrive at the below screen upon logging in if you registered with (your own) NPI. However, you may still consult CDS on behalf of another provider by clicking on *Change Ordering Provider*.

## Consult CDS (on another user's behalf)

*This workflow will most often be utilized by clinically licensed proxy users who are designated to consult CDS on behalf of an ordering provider.*

If you did not register for Open Access with an NPI because you do not have one, upon logging in, you will by default arrive at the below screen.

From this screen you will be able to define an ordering provider on whose behalf you are consulting CDS.



CareSelect Consult CDS Search CDS Consultations User Guide FAQ My Profile Sign Out

Ordering Provider: CareSelect Demo (1649220427) ↑ Close

Designate a provider to associate this consultation with:

Choose from previously used providers

<input type="radio"/> Select Select Name	<input type="radio"/> CareSelect Demo (1649220427)	<input type="radio"/> Demo User (1649220427)
<input type="radio"/> Select Select Name (1649220427)	<input type="radio"/> Dr. David Select MD (1649220427)	<input type="radio"/> Select Select Name MD (1649220427)
<input type="radio"/> Select Select Name		

Or, lookup provider by 10 digit NPI

Type in provider's 10 digit NPI

I do not know the NPI

Type in provider's first and last name\*

### Option 1 – Define an ordering provider from a list of previously used providers

You will only ever need to define an ordering provider once. With every subsequent login to Open Access you will be able to use the *previously used providers* list to select who to associate a CDS consultation with. Choose a provider and select *Update* to proceed with the CDS consultation workflow.

### Option 2 – Define an ordering provider using an NPI

If your provider is not in the *previously used list*, in the *10-digit NPI* field, type in your ordering provider's NPI and then click *lookup*. This will conduct a lookup of the NPI against CMS's public national registry and populate the *provider name* field. Select *Update* to proceed with the CDS consultation workflow.

### Option 3 – Define an ordering provider using only a provider's name

If your provider is not in the *previously used list* and you do not know the NPI, select the *I do not know the NPI* option. Type in the provider's name in the given field and select *Update* to proceed with the CDS consultation workflow.

## 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 have 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.



Ordering Provider: Test User (8049021768)

75 year old Female

Edit

Service Information

ct head-brain wq



Skip Service

Services Search Results

- CT HEAD/BRAIN W WO CONTRAST
- CT HEAD/BRAIN WO CONTRAST
- MR SPECTROSCOPY HEAD/BRAIN W WO CONTRAST
- MR SPECTROSCOPY HEAD/BRAIN WO CONTRAST

Feedback

## 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.

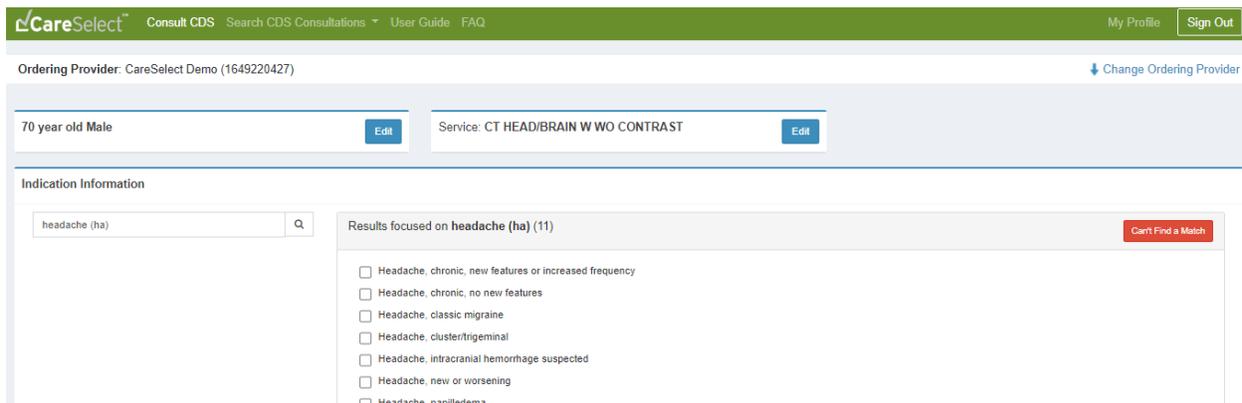
To select multiple indications, or adjust the indication already selected, click on *Edit* in the indication header, then search for and select the reason(s) for exam. With every selected indication, the list of relevant services and their AUC will update accordingly.

# CareSelect<sup>®</sup>

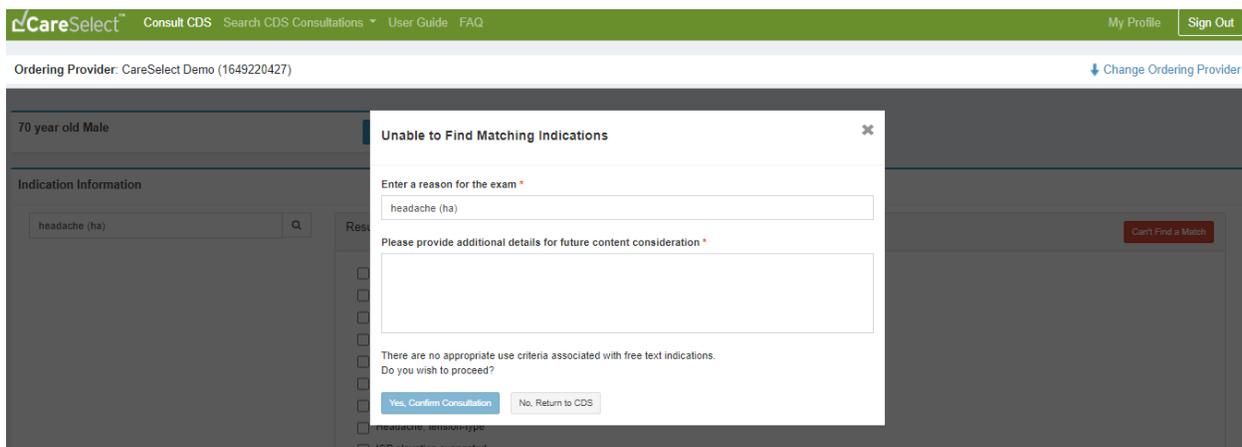
## Can't Find a Match

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 results 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.



Once the *Can't Find a Match* button is clicked, the below screen will display. By default, the search term initially provided will be displayed as the reason for exam. You may then edit the *reason for exam* field to what your free text indication needs to be. Providing additional details in the comment box will assist our clinical content team in helping close the content gaps.





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
4	CT HEAD/BRAIN (ALL CONTRASTS)	\$5	☆☆☆☆	Select this service
3	CT HEAD/BRAIN WO CONTRAST	\$5	☆☆☆☆	Select this service
1	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
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 10px; background-color: green; margin-right: 5px;"></div> <div style="font-size: 8px;">Based upon lower-level evidence, there is uniform NCCN consensus that the intervention is appropriate.</div> </div>	CT CHEST-ABDOMEN-PELVIS (ALL CONTRASTS)
SOE: 2A <span style="font-size: 8px;">ⓘ</span>	
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 10px; background-color: green; margin-right: 5px;"></div> <div style="font-size: 8px;">Recommended</div> </div>	CT CHEST-ABDOMEN-PELVIS W CONTRAST
SOE: 2A <span style="font-size: 8px;">ⓘ</span>	
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 10px; background-color: yellow; margin-right: 5px;"></div> <div style="font-size: 8px;">May Be Appropriate</div> </div>	NM BONE SCAN
SOE: 2A <span style="font-size: 8px;">ⓘ</span>	
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 10px; background-color: yellow; margin-right: 5px;"></div> <div style="font-size: 8px;">May Be Appropriate</div> </div>	NM BONE SCAN WHOLE BODY
SOE: 2A <span style="font-size: 8px;">ⓘ</span>	
<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 10px; background-color: gray; margin-right: 5px;"></div> <div style="font-size: 8px;">Indeterminate</div> </div>	CT CHEST-ABDOMEN-PELVIS W WO CONTRAST

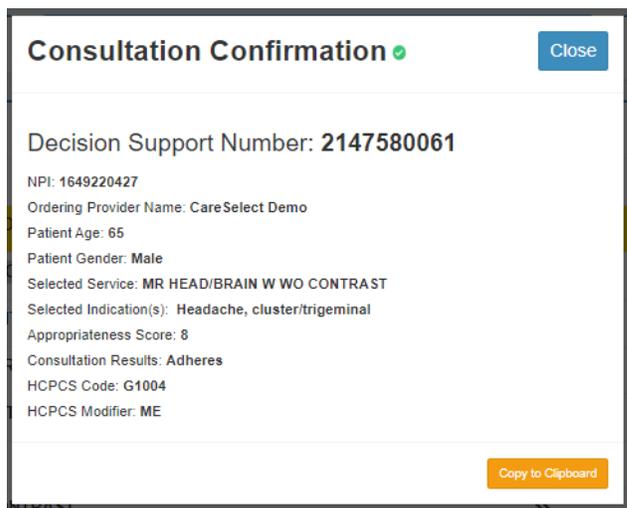
Example: Image above represents how NCCN (National Comprehensive Cancer Network) or ACC (American College of Cardiology) content appropriateness ranking would display.

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. *Consultations on My Behalf* will only display data if, and only if, users who consulted CDS on your behalf associated a consultation with your NPI.

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 (viewable via *Consultations on My Behalf*).

The screenshot shows the CareSelect dashboard interface. At the top, there's a navigation bar with 'CareSelect' logo, 'Consult CDS', 'Search CDS Consultations', 'User Guide', and 'FAQ'. A 'Sign Out' button is in the top right. Below the navigation bar, there's a search area with a date range '2020-02-13' and a calendar icon. A dropdown menu is open, showing 'My Consultations' and 'Consultations on My Behalf'. A 'Search' button is next to it. To the right, there's a 'Search by DSN' field and another 'Search' button. Below the search area, there's a filter section for 'Appropriateness Score' with checkboxes for 'Green (7-9)', 'Yellow (4-6)', 'Red (1-3)', and 'No Score', and 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
2147528067	CT HEAD/BRAIN WO CONTRAST	Headache, post traumatic	8	Feb 13, 2020, 2:54 PM	<a href="#">Details</a>

For details pertaining to any one specific historic CDS consultation, click on *Details* to see the same details associated with that session as you saw at the time of the actual consultation.

The screenshot shows a 'Consultation Details' modal window with a 'Close' button in the top right. The details are as follows:

- Decision Support Number: **2147580061**
- NPI: 1649220427
- Ordering Provider Name: CareSelect Demo
- Patient Age: 65
- Patient Gender: M
- Selected Service: MR HEAD/BRAIN W WO CONTRAST
- Selected Indication(s): Headache, cluster/trigeminal
- Appropriateness Score: 8
- Consultation Results: Adheres
- HCPCS Code: G1004
- HCPCS Modifier: ME



## 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.

## Edit Your Profile

You may use the *My Profile* feature to edit information associated with your profile. To do so, navigate to the *My Profile* link in the upper right-hand corner once you are logged into the Open Access portal.

This editing ability will be useful if you:

- Change your name
- Did not provide your NPI at the time of registration but do have one
- Mis-typed your information at the time of registration
- Erroneously associated a physician's name / NPI with your own profile, as the designated proxy

CareSelect Imaging Open Access Portal Profile

Email: [masked] Password: [masked]

New Password: [masked] Confirm Password: [masked]

Change Password

First Name\*: FirstTest Last Name\*: LastTest

Role\*: Physician assistant National Provider ID (NPI)\*: [masked]

I do not have an NPI

Organization Type\*: Other Organization Name\*: Test Medical Center

Practicing Zip Code\*: [masked]

Update Cancel