



HealthPartners®

Decision Support:

High Tech Diagnostic Imaging

Note: To register to use the Consult Portal, email your set-up request to Support@Medicalis.com.

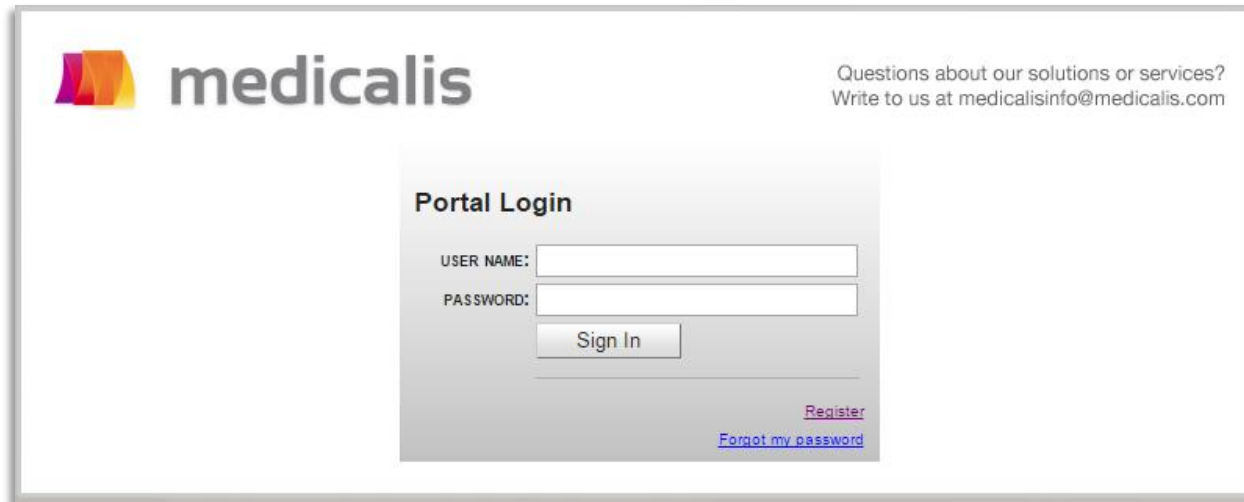
Medicalis Support will provide an End User Agreement and Data Collection Template that you will need to complete *prior* to use of the Consult Portal. This PowerPoint contains instructions for use of the Consult Portal *after* set-up is complete.

What is HTDI Decision Support?

- High Tech Diagnostic Imaging (HTDI) is a program that encourages a collaborative approach to patient care through the ordering provider's use of decision support, ensuring that the right exam at the right time is being ordered for the patient
- The decision support tool supports the HealthPartners coverage criteria policy
- The HTDI decision support process applies to all HealthPartners members

Log into the Medicalis Consult Portal

- Go to <https://consult.medicalis.com>
 - This decision support tool is compatible with Google Chrome and Microsoft Internet Explorer
- Enter the username and password provided to you by the Consult Portal System Administrator



The screenshot shows the Medicalis Consult Portal login interface. At the top left is the Medicalis logo, consisting of a colorful square icon followed by the word "medicalis". To the right of the logo, there is a text block: "Questions about our solutions or services? Write to us at medicalisinfo@medicalis.com". Below this, centered on the page, is a "Portal Login" box. Inside this box, there are two input fields: "USER NAME:" and "PASSWORD:". Below the password field is a "Sign In" button. At the bottom right of the login box, there are two links: "Register" and "Forgot my password".

Welcome to the Medicalis Consult Portal

After logging into your account, you will see three tabs in the upper right side of the screen:

- Welcome
- Consult History
- New Consult



| [Home](#) | [My settings](#) | [My organization](#) | [Help](#) | [Sign out](#)

Welcome

Consult History

New Consult

Referring Measures

Thank you for registering, and welcome to the program.

You can watch brief instructional videos that guide you through the consultation process, and other common tasks.

How to...



[Register with a health plan](#)

Before you can submit a consult, you must register with your participating health plan(s). Watch the video to see how it's done.

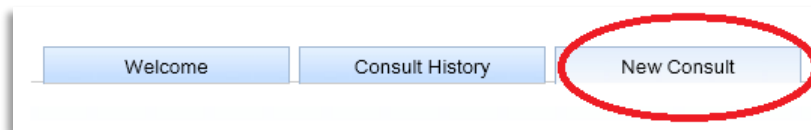


[Register referring physicians](#)

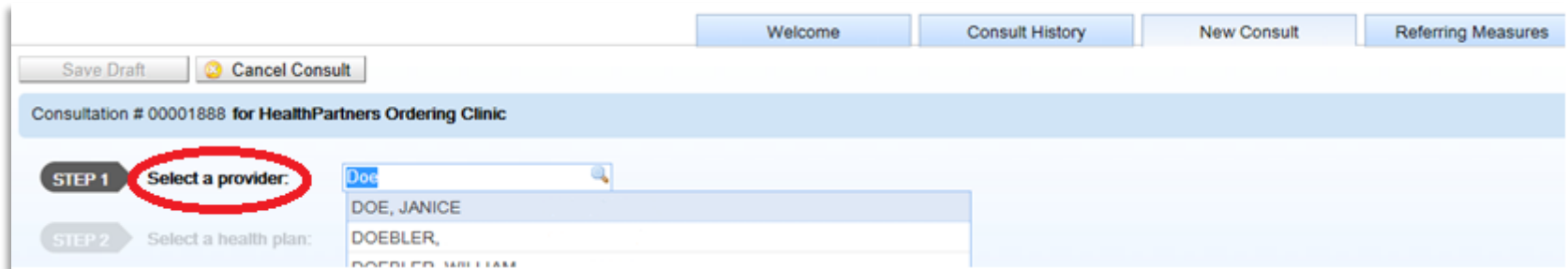
See a step by step video on how to register referring providers at your organization.

Start a New Decision Support Session

- Click “New Consult”

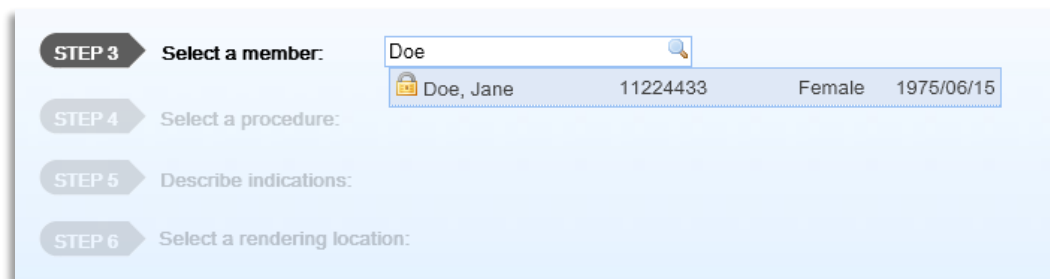


- Select a provider
 - Search options:
 - Type last name of ordering physician
 - Or, enter NPI of ordering physician


A screenshot of the 'New Consult' form. The form has a header with 'Welcome', 'Consult History', 'New Consult', and 'Referring Measures' buttons. Below the header are 'Save Draft' and 'Cancel Consult' buttons. The main content area is titled 'Consultation # 00001888 for HealthPartners Ordering Clinic'. It shows 'STEP 1 Select a provider:' with a red circle around the label. A search bar contains 'Doe' and a dropdown list shows 'DOE, JANICE' and 'DOEBLER, WILLIAM'. 'STEP 2 Select a health plan:' is also visible.

Find Your Patient in Consult Portal

- Select a member
 - Search for a patient:
 - Enter patient's last name
 - Enter patient's HealthPartners member ID number




The screenshot displays the 'Select a member' step of the HealthPartners Consult Portal. It features a search bar with the text 'Doe' and a magnifying glass icon. Below the search bar, a table lists patient information. The table has four columns: a lock icon, the patient's name, the member ID, and the patient's gender and date of birth. The first row shows 'Doe, Jane' with member ID '11224433', 'Female', and '1975/06/15'. Below the search bar, there are four steps listed: STEP 3 (Select a member), STEP 4 (Select a procedure), STEP 5 (Describe indications), and STEP 6 (Select a rendering location).

	Search	Member ID	Gender	Date of Birth
	Doe, Jane	11224433	Female	1975/06/15

- Locally register a patient:
 - If you are unable to locate your patient's name, you have the option to manually register the patient in the Consult Portal

Register Your Patient in Consult Portal

- Select a member – local registration
 - If unable to locate patient name in Consult Portal search, click “locally register a member”

STEP 3 Select a member: 

No member found. Please try searching again, or you can [locally register a member](#). Local member records are only visible to your organization, and are not a part of the health plan's member file.

- Complete the required registration fields and click “Register Member”

Local Member Registration

CONTACT

FIRST NAME: (required)

LAST NAME: (required)

DATE OF BIRTH: (required)

GENDER: (required)

PHONE:

EMAIL:

MAILING ADDRESS:

CITY / STATE / ZIP:

PLAN INFORMATION

MEMBER ID: (required)

FAMILY ID:

BENEFIT PLAN: (required)

This member registration will be added to your organization's local list of members, and will not be visible to any other organization. This member record will not become part of the health plan's member file. Therefore you may see 2 entries for your patient over time as the health plan's records are updated.

[Register Member](#)

Select an Imaging Procedure

- To select an imaging procedure, click on the appropriate procedure on the left (list of body regions)
- Click the appropriate imaging procedure description

STEP 4 Select a procedure:

Select a procedure

Abdomen

Chest

Head

Head/Neck

Lower Extremity

Neck

Pelvis

Spine

Torso

Upper Extremity

Variable

Whole Body

CT Chest w iv contrast

CT Chest wo iv contrast

CT Chest wo/w iv contrast

CT Coronary Arteries Calcium Score Cardiology

CT Sternum wo/w iv contrast

CTA Chest w iv contrast OR CT Coronary Arteries w Calcium Score Radiology w iv contrast

CTA Coronary Arteries w iv contrast

MR Breast Bilat (Diag/Implants/Screen) wo iv contrast

MR Breast wo/w iv contrast

MR Cardiac Morphology - Myocardium wo iv contrast

MR Cardiac wo iv contrast

MR Cardiac wo/w iv contrast

MR Chest wo iv contrast

MR Chest wo/w iv contrast

MR Mediastinum wo/w iv contrast

MRA Chest wo iv contrast

MRA Chest wo/w iv contrast

NM Cardiac Ejection Fraction

NM Cardiac Shunt Assessment

NM Lung Quantitative Perfusion

NM Lung Quantitative Ventilation/Perfusion

NM Lung Ventilation/Perfusion

NM MUGA

NM Myocardial Perfusion

PET Breast

PET Esophageal

PET Lung

PET Myocardial

PET Myocardial Perfusion

Select Estimated Date of Service

- Next, you will be prompted to indicate the patient's estimated date of service

PROCEDURE: CTA Chest w iv contrast OR CT Coronary Arteries w Calcium Score Radiology w iv contrast [Change procedure](#)

STEP 5 Estimated date of service:

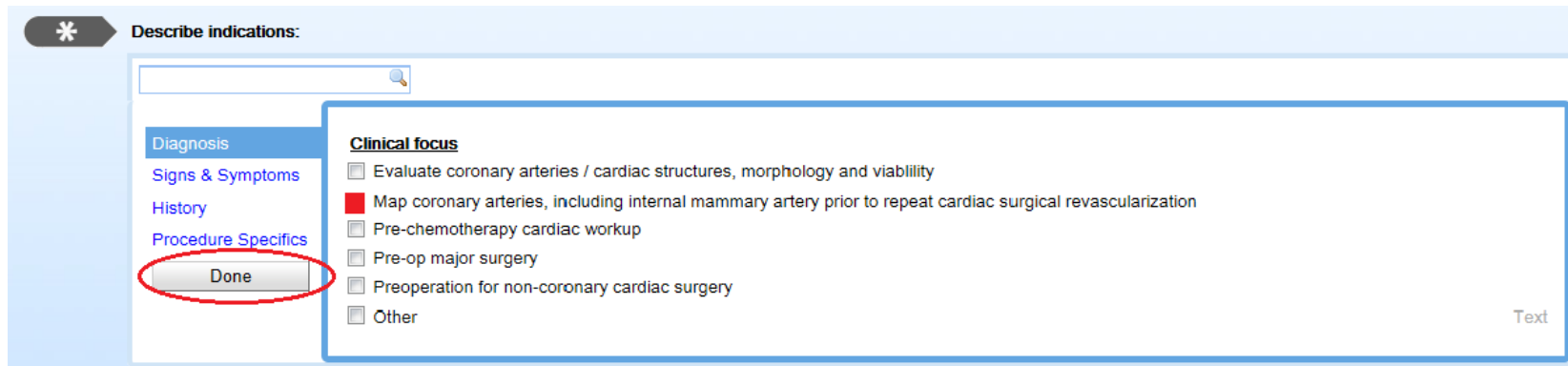
STEP 6 Describe indications:

STEP 7 Select a rendering location:

« < 2015 Oct > »						
M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Select Clinical Focus

- Click on the appropriate “indication” for the imaging to be provided (please note there can be multiple indications for the same imaging procedure)



The screenshot shows a web interface titled "Describe indications:". On the left, there is a sidebar with a search bar and a list of categories: "Diagnosis", "Signs & Symptoms", "History", "Procedure Specifics", and a "Done" button. The "Done" button is circled in red. The main content area is titled "Clinical focus" and contains a list of indications with checkboxes:

- ☐ Evaluate coronary arteries / cardiac structures, morphology and viability
- ☒ Map coronary arteries, including internal mammary artery prior to repeat cardiac surgical revascularization
- ☐ Pre-chemotherapy cardiac workup
- ☐ Pre-op major surgery
- ☐ Preoperation for non-coronary cardiac surgery
- ☐ Other

A "Text" input field is visible at the bottom right of the main content area.

- When finished click “Done”

Rendering Location and Approval

- Click on the rendering location that will provide the HTDI for your patient – hospital or clinic setting

STEP 6 Select a rendering location:


Location	Address	Quality Rating	Copay	Distance
Clinic Hours	123 Address Lane Cambridge, OH 12345	-----		N/A
Hospital Hours	123 Address Lane Cambridge, OH 123456	-----		N/A


Please note that these are generic options to identify setting type – they will not be specific to a clinic or hospital name

- If the indications for HTDI meet criteria, you will receive the following message under “Advice & Alerts”:


Advice & Alerts OK

Appropriate

 ACRSelect~CT, angiography, heart, coronary arteries, w iv contrast|8|MR, angiography, heart, wo/w iv contrast|7|NUC, myocardial perfusion, heart, SPECT rest and stress|1|US, echo, heart, transthoracic rest|1|

Continue 


Save Draft

 Cancel Consult

Decision Meets Criteria (cont'd)

- Click “Continue” and you will receive an authorization (decision support) number for your decision support session

Approval

 This consult is complete. When you send your order to the rendering provider, please include the support number (listed as 'Authorization #' below) so that it can be included on the order.

Health Plan:	HealthPartners
Provider:	JOHNSON
Member:	Doe, Jane (12345678)
Procedure:	CT Head w/ iv contrast
Est. Date of Service:	June 22, 2016
Location:	Clinic
Indications:	Sx - Dizziness Sx - Headache Ps - Headache, chronic, new features or neuro deficit
Authorization #:	20277313442
Valid:	June 22, 2016 - December 19, 2016

[Go to Consult History](#)

Decision Does Not Meet Criteria

- Below we have a different procedure and different indications where HTDI does not meet criteria

PROCEDURE:	CTA Chest w iv contrast OR CT Coronary Arteries w Calcium Score Radiology w iv contrast	Change procedure
DATE OF SERVICE:	October 23, 2015	Change date
INDICATIONS:	DDx - Pre-op major surgery	Remove indication
	Add more indications	
LOCATION:	Hospital	Change location

▼ Advice & Alerts

Warning

Alternative Suggestion

Advice: ACRSelect-CT, angiography, chest, w iv contrast|1|XRAY, chest|2|US, echo, heart, transesophageal|1|NUC, V/Q, chest, lung, Tc-99m|1|INV, angiography, heart, coronary arteries|1|CT, angiography, heart, coronary arteries, w iv contrast|1|MR, angiography, chest, wo/w iv contrast|1|CT, angiography, heart, coronary arteries, w iv contrast, low dose|1|NUC, myocardial perfusion, heart, SPECT rest and stress|1|US, echo, heart, transthoracic rest|1|MR, angiography, chest-abdomen, aorta, wo/w iv contrast|1|MR, angiography, chest-abdomen, aorta, wo iv contrast|1|MR, angiography, chest, wo iv contrast|1|MR, angiography, heart, wo/w iv contrast|1|MR, angiography, heart, wo iv contrast|1|MR, function and morphology, heart, wo/w iv contrast|1|MR, function and morphology, heart, wo iv contrast|1

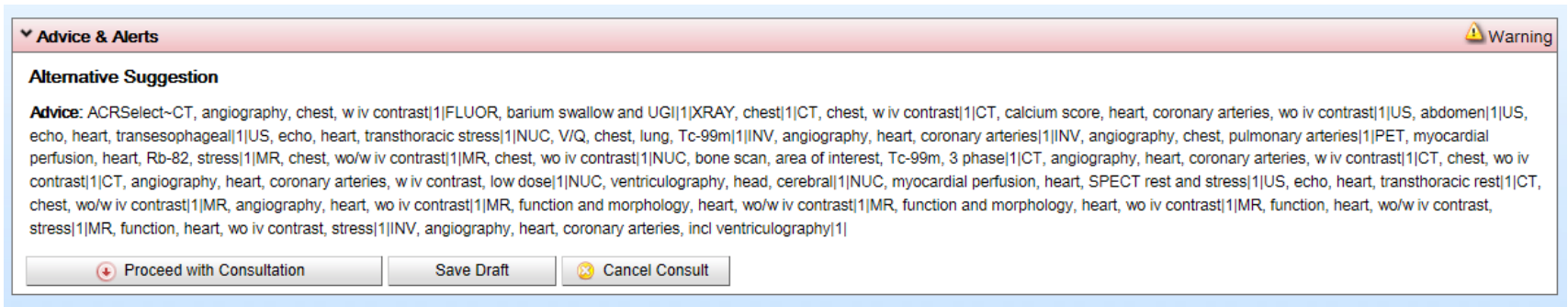
Proceed with Consultation

Save Draft

Cancel Consult

Decision Does Not Meet Criteria

- If the indications for HTDI do not meet criteria, you will receive the following message under “Advice & Alerts”:



Advice & Alerts Warning

Alternative Suggestion

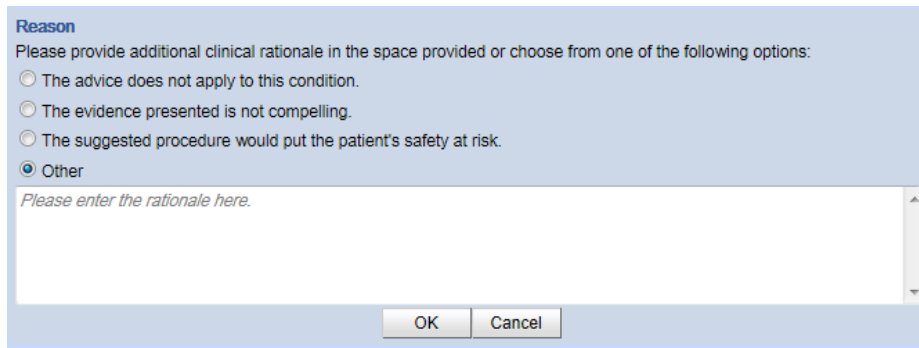
Advice: ACRSelect-CT, angiography, chest, w iv contrast|1|FLUOR, barium swallow and UGI|1|XRAY, chest|1|CT, chest, w iv contrast|1|CT, calcium score, heart, coronary arteries, wo iv contrast|1|US, abdomen|1|US, echo, heart, transesophageal|1|US, echo, heart, transthoracic stress|1|NUC, V/Q, chest, lung, Tc-99m|1|INV, angiography, heart, coronary arteries|1|INV, angiography, chest, pulmonary arteries|1|PET, myocardial perfusion, heart, Rb-82, stress|1|MR, chest, wo/w iv contrast|1|MR, chest, wo iv contrast|1|NUC, bone scan, area of interest, Tc-99m, 3 phase|1|CT, angiography, heart, coronary arteries, w iv contrast|1|CT, chest, wo iv contrast|1|CT, angiography, heart, coronary arteries, w iv contrast, low dose|1|NUC, ventriculography, head, cerebral|1|NUC, myocardial perfusion, heart, SPECT rest and stress|1|US, echo, heart, transthoracic rest|1|CT, chest, wo/w iv contrast|1|MR, angiography, heart, wo iv contrast|1|MR, function and morphology, heart, wo/w iv contrast|1|MR, function and morphology, heart, wo iv contrast|1|MR, function, heart, wo/w iv contrast, stress|1|MR, function, heart, wo iv contrast, stress|1|INV, angiography, heart, coronary arteries, incl ventriculography|1|

Proceed with Consultation Save Draft Cancel Consult

- Click “Proceed with Consultation” if you feel the imaging is still appropriate or click “Cancel Consult” if you wish to pursue alternative treatments

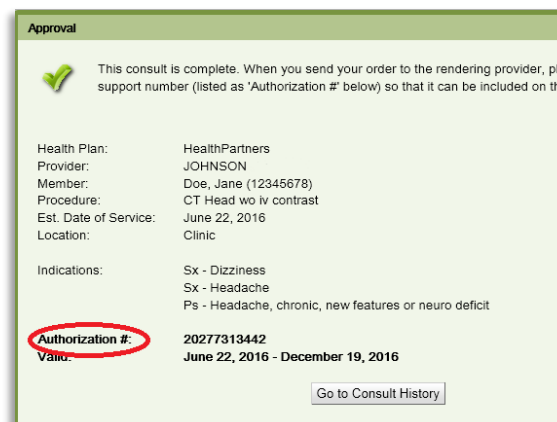
Decision Does Not Meet Criteria (cont)

- If you clicked “Proceed with Consultation,” you will receive the following box – complete your response and click “OK”



A dialog box titled "Reason" with a light blue background. It contains the text "Please provide additional clinical rationale in the space provided or choose from one of the following options:" followed by four radio button options: "The advice does not apply to this condition.", "The evidence presented is not compelling.", "The suggested procedure would put the patient's safety at risk.", and "Other". The "Other" option is selected. Below the options is a text area with the placeholder text "Please enter the rationale here." and a vertical scrollbar. At the bottom are "OK" and "Cancel" buttons.

- Next, you will receive an authorization (decision support) number to proceed with the procedure



An "Approval" dialog box with a green header and a light green background. It features a green checkmark icon and the text: "This consult is complete. When you send your order to the rendering provider, please include the support number (listed as 'Authorization #' below) so that it can be included on the order." Below this is a list of patient and procedure details: Health Plan: HealthPartners, Provider: JOHNSON, Member: Doe, Jane (12345678), Procedure: CT Head w/ iv contrast, Est. Date of Service: June 22, 2016, Location: Clinic. Indications are listed as Sx - Dizziness, Sx - Headache, and Ps - Headache, chronic, new features or neuro deficit. The "Authorization #:" is 20277313442, and the "Valid:" period is June 22, 2016 - December 19, 2016. The "Authorization #" is circled in red. A "Go to Consult History" button is at the bottom right.

Health Plan:	HealthPartners
Provider:	JOHNSON
Member:	Doe, Jane (12345678)
Procedure:	CT Head w/ iv contrast
Est. Date of Service:	June 22, 2016
Location:	Clinic
Indications:	Sx - Dizziness Sx - Headache Ps - Headache, chronic, new features or neuro deficit
Authorization #:	20277313442
Valid:	June 22, 2016 - December 19, 2016

Authorization Numbers

- Whether or not your decision support session indicates that your patient meets criteria, you *will* receive an authorization (decision support) number to proceed with treatment
- Include the authorization number when you send your imaging order to the rendering medical facility

Retrieving Past Authorization Numbers

- Click the “Consult History” tab
- Under, “My closed consults,” click the appropriate Consult # next to your patient’s information

Welcome

Consult History

New Consult

Referring Measures

Search by member | Search for a specific consult

▼ My open consults

past 15 days

Consult #	Date Opened	Member	ID	Procedure	Provider	Health Plan	Status
No results							



1-1 of 0

▼ My closed consults

past 15 days

Consult #	Date Closed	Member	ID	Procedure	Provider	Health Plan	Status
00001884	2015/10/22	Doe, Jane	12345678	CTA Abdomen w iv contrast	JOHNSON MITCHELL, MARTA	HP	Approved
00001890	2015/10/22	Doe, Jane	12345678	CTA Chest w iv contrast OR CT Coronary Arteries w Calcium Score Radiology w iv contrast	DOE, JANICE	HP	Approved
00001891	2015/10/22	Doe, Jane	12345678	CTA Upper Extremity w iv contrast	DOE, JANICE	HP	Approved
00001892	2015/10/22	Doe, Jane	12345678	MR Head wo/w iv contrast	DOE, JANICE	HP	Approved
00001893	2015/10/22	Doe, Jane	12345678	CTA Chest w iv contrast OR CT Coronary Arteries w Calcium Score Radiology w iv contrast	JOHNSON ZEMPEL, KRISTI	HP	Approved

- Review the decision support session and authorization number

Consultation # 00001901 for HealthPartners Ordering Clinic / HealthPartners				
PROVIDER:	DOE, JANICE	TIN: 410695604	NPI: 1194765974	
MEMBER:	 Doe, Jane	MEMBER #: 12345678	GENDER: Female	AGE: 23
PROCEDURE:	CTA Chest w iv contrast OR CT Coronary Arteries w Calcium Score Radiology w iv contrast			
DATE OF SERVICE:	October 23, 2015			
INDICATIONS:	DDx - Pre-op major surgery			
LOCATION:	Hospital			
AUTHORIZATION:	 11829182189	VALID: October 23, 2015 - April 20, 2016		

Who to Contact for Support

- HealthPartners welcomes your feedback!
- Please contact us if you:
 - Need technical assistance with the Consult Portal tool
 - Have questions on HTDI decision support content
 - Would like to provide general program feedback
- To do this, please email HTDI@HealthPartners.com