# Cancer Services - Cancer Multidisciplinary Team Meeting (MDM Preparations



Digital Health Quick Reference Guide

#### This Quick Reference Guide will explain how to:

- Set up a tumour stream specific Cancer MDM worklist.
- Add a patient and their details to the Cancer MDM worklist.
- Add patient clinical details to the Cancer MDM worklist.
- Complete a cancer MDM referral.

### Set up a tumour stream specific Cancer MDM worklist

- 1. Click **View** from the top tool bar.
- 2. Select Cancer MDM Worklist.
- 3. Click on the dropdown menu next to List.
- With Care Team List tab selected, click Manage Care Team Lists.

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- 5. Within the Care Team List window, select:
  - Facility: All
  - Medical Service: Multidisciplinary
- 6. Tick the box next to the appropriate tumour stream(s).
- 7. Click Save.

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## Add a patient to the Cancer MDM worklist

- 1. On the Cancer MDM Worklist, click Add patient.
- 2. Search for the patient.
- 3. With the patient identified, single click on the most appropriate EMR encounter.
- 4. Click OK.
- 5. Click Establish Relationships.
- Within the Establish Relationships window, tick Select all to view all patients' details (or select only the patients to view the details)

Please note that if there is only one patient to establish relationship for, the **Select all** option will not be available. In this case, simply select the patient.

If the login account has opened the encounter of the patient before (e.g., review the EMR chart), a relationship would have already been established. In this case, Steps 5 and 6 are not required.

7. Click Submit.



Digital Health



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#### Add patient clinical details to the Cancer MDM worklist

- Within the selected patient's row, click on the cell/field under Form column.
- 2. Click Create
- 3. Select MDM List.
- 4. Complete the fields in the MDM List Powerform.
- Click the tick (< ) on the top corner of the window to submit the entry.
- Click Refresh adjacent to the Documentation updates may exist banner.
- Close the slide out window. The clinical details entered are displayed on the Cancer MDM worklist.

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# Complete a cancer MDM referral

- 1. From the Cancer MDM Worklist, click on the selected patient's name.
- 2. Navigate to **Orders and Referrals** from the left-hand side menu.
- 3. Click Add.
- 4. In the Search window, ensure that the search type is set to **Inpatient**
- 5. Open **OP Referrals** folder.
- 6. Open OP Cancer MDM folder.
- Select the appropriate MDM tumour stream referral, and complete all the required fields.
- 8. Click **Sign**. Enter your password and click **Ok**. Then, click **Refresh** on the top right-hand corner.

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*Background / Assessment:	?Cancer		*Urgency:	Routine	~	
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