CareSelect™ Imaging
Open Access User Guide
January 2021
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>3</td>
</tr>
<tr>
<td>Access the CareSelect Imaging Open Access Portal</td>
<td>3</td>
</tr>
<tr>
<td>Consult CDS</td>
<td>4</td>
</tr>
<tr>
<td>Consult CDS (on another user’s behalf)</td>
<td>4</td>
</tr>
<tr>
<td>Find the Appropriate Service</td>
<td>5</td>
</tr>
<tr>
<td>Find the Appropriate Indication</td>
<td>6</td>
</tr>
<tr>
<td>Can’t Find a Match</td>
<td>7</td>
</tr>
<tr>
<td>View Research Evidence</td>
<td>8</td>
</tr>
<tr>
<td>Complete CDS Consultation</td>
<td>8</td>
</tr>
<tr>
<td>Navigate Your Dashboard</td>
<td>10</td>
</tr>
<tr>
<td>Provide Feedback</td>
<td>11</td>
</tr>
<tr>
<td>Edit Your Profile</td>
<td>11</td>
</tr>
</tbody>
</table>
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.
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.
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).

The naming convention for these services is standardized in the Open Access Portal for usability. If you also use a CareSelect EHR integration, the names of services likely vary in the Open Access Portal from your organization’s EHR naming convention.

Note the below naming convention for how to find the correct service in Open Access Portal’s standardized list of services.

CT ABDOMEN-FELVIS WO CONTRAST

Modality  Body Area  IV Contrast (if applicable)

Modalities include: CT, CTA, CTV, MR, MRA, MRV, NM, PET CT, US, XR, FL, and MAMMO. If you are unsure which service to select, click on Skip Service and search for an indication.
Find the Appropriate Indication

The suggestions that result from a search input include clinical terms and phrases that are broader concepts to help clinicians review high-level groupings of indications. The suggestions that you see are linked to specific indications by our clinical content team.

The focused on section shows indications that either match your typed text or are associated with any of the suggested search terms. The related to section can show additional indications based on a broader search of the content.

After indication search results display, you may choose to select one or multiple depending on the patient scenario.

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.
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 CareSelect 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, exam and indication). Services are ranked in order of appropriateness.

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

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.
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, as a designated proxy, associated a physician’s name and NPI with your own profile instead of your own information