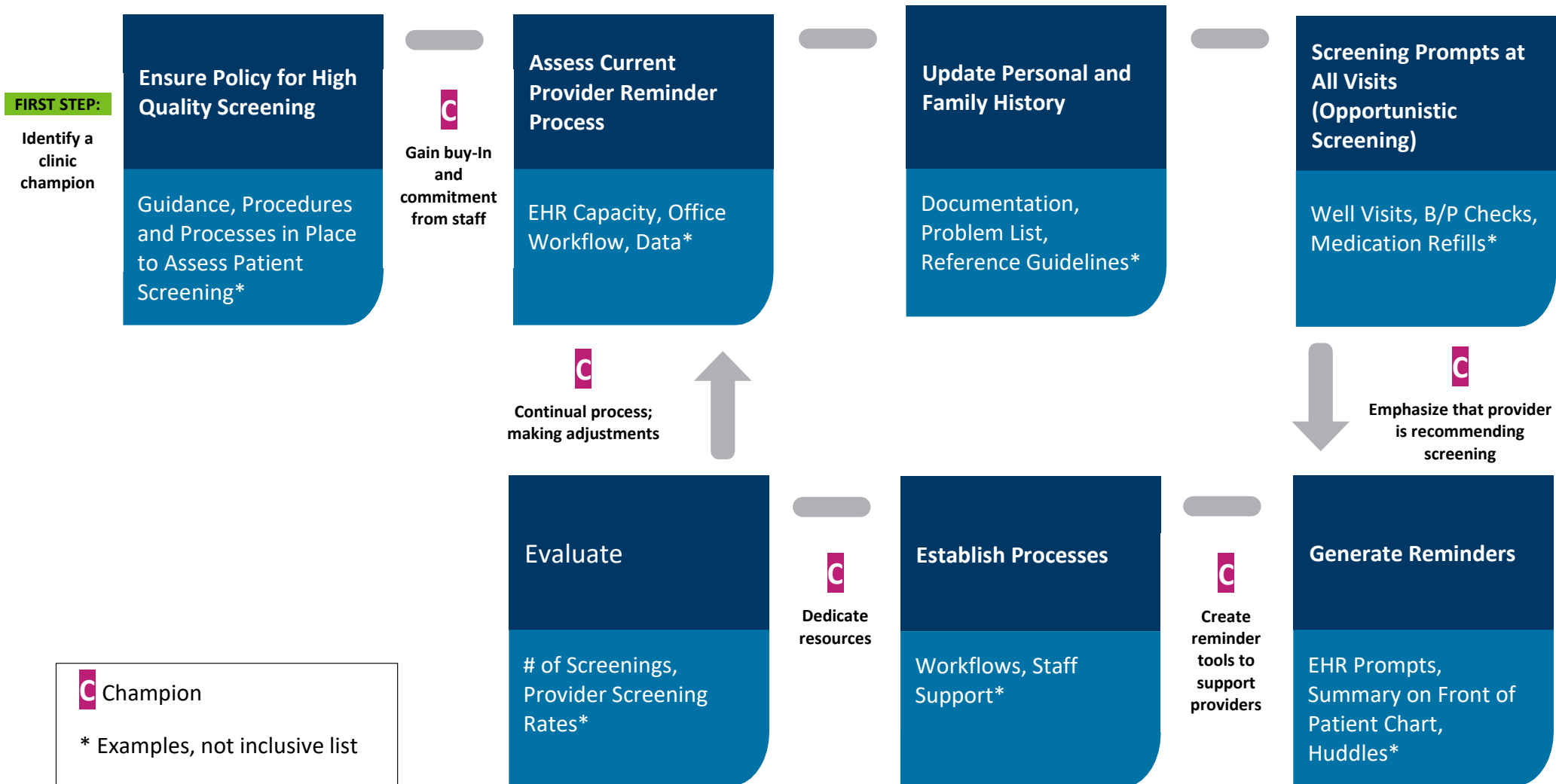


PROVIDER REMINDER PROCESS: AT A GLANCE

The Community Preventative Services Task Force recommends the use of provider reminders to increase breast, cervical, and colorectal cancer screening. Reminders inform health care providers that it is time for a patient’s cancer screening test or that the patient is overdue for screening.



Sage and Sage Scopes Clinic Systems Change Program

Provider Reminder Process: At A Glance

This is a step-by-step flowchart that explains the recommended processes for implementing provider reminders to increase breast, cervical, and colorectal cancer screening. Reminders inform health care providers that it is time for a patient's cancer screening test or that the patient is overdue for screening.

Champion

The first step in the process is to identify a clinic champion. The champion plays a vital role in the process of successfully implementing the provider reminder process. Typically, the champion is responsible for coordinating the project. The clinic champion is the main point of contact with MDH; is particularly dedicated to increasing cancer screening and early detection; is responsible for representing the project; can make decisions or influence the decision-makers within the clinic; monitors and documents progress; and is responsible for recruiting team members and the communication and coordination of team activities.

Between steps in this flowchart, the champion has different responsibilities to complete.

Step 1: Ensure Policy for High Quality Screening

A few examples of how to successfully accomplish this step is to receive guidance from staff members on the current procedures and processes in place that are used to assess patient screening.

Following this step, the champion will gain buy-in and commitment from staff.

Step 2: Assess Current Provider Reminder Process

For this step, examples include assessing the current electronic health record (EHR) system capacity; creating an office workflow; and using data to make sure the correct patients are flagged.

Step 3: Update Personal and Family History

Examples include documentation, problem list, and reference guidelines.

Step 4: Screening Prompts at All Visits (Opportunistic Screening)

A few examples for this step include well visits, blood pressure checks, and medication refills.

Following this step, the champion should emphasize that the provider is recommending screening.

Step 5: Generate Reminders

Examples such as electronic health record (EHR) prompts, a summary on front of the patient's chart, and team huddles to discuss this.

Following this step, the champion will create reminder tools to support providers.

Step 6: Establish Processes

Examples at this step include workflows and staff support.

Following this step, the champion will dedicate resources.

Step 7: Evaluate

Some examples include number of screenings and provider screening rates.

Following the successful completion of step 7, the champion will make adjustments. Because this is a continual process, you may go through steps 2 – 7 again.

Acknowledgement

This process chart was adapted from the Center for Disease Control and Prevention (CDC) and the New Hampshire Colorectal Cancer Screening Programs.

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