

Kootenai Clinic Cancer Services Oral Chemotherapy Checklist

1. MD Alerts Collaborative RN of New Oral Chemotherapy Orders

- Collaborative RN prints consent and facilitates MD/patient signature
 - Chemo-care.com educational materials are provided to the patient and documented; discuss multidisciplinary team meeting (MTM) and offer to schedule an appointment with pharmacy
 - Ensure MD has sent script to KH Specialty Pharmacy; same day
 - Ensure regimen has been entered by MD; same day
 - Discuss MTM with patient
 - Contact the following people via jabber: Pre-auth, Specialty Tech, Social Work, and Navigator
- Date: _____ Initial: _____
- Forward to pharmacy CDA inbox, pre-auth, and social work

2. Pharmacy CDA Inbox

- Check insurance for filling instructions and coverage
- Does medication need to go for pre-authorization?
Yes: _____ No: _____
- Enter dispensing information into pharmacy pick-up appointment and delete 0.25 CL
- Planned arrival date of drug: _____
- Any other pending information? _____
Date: _____ Initial: _____
- Forward to Collaborative RN

3. Pre-Authorization

- Check insurance for approval
- Forward insurance letter to Collaborative RN and Patient Services Coordinator
Date: _____ Initial: _____
- Forward to Collaborative RN

4. Social Work

- Check for patient assistance as needed
Co-pay assistance: _____ -or- Drug acquisition: _____
- Planned arrival date of drug: _____
Date: _____ Initial: _____
- Forward to Collaborative RN

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5. Collaborative RN

- Once pre-authorization and assistance is completed and medication is en route, have MD move regimen to accurate date
- Ensure follow-up calls are scheduled
- If mail-order prescription, call patient to see if he or she has received the drug
- Ensure lab work is complete
- If regimen includes a radiation consult, ask Radiation RN for treatment status and start date
- Enter combined modality pop-up
Date: _____ Initial: _____
- Forward checklist to Navigator and Patient Services Coordinator to book chemo-teach (patient education session) and pick up prescription

6. Patient Services Coordinator

- Alert Navigator to schedule chemo-teach via task
- Schedule MTM appointment with pharmacy as requested by Navigator or Collaborative RN; if patient declines, enter text note titled "MTM declined" and delete appointment
- Schedule pharmacy pick-up appointments if needed
Date: _____ Initial: _____
- Forward to Collaborative RN

7. Navigator

- Schedule chemo-teach
- Provide patient with chemo-teach instructions and discuss MTM
Date: _____ Initial: _____
- Forward to Collaborative RN

8. Collaborative Nurse

- The check list is complete
- The start date is known
- Follow-up appointments are scheduled
- The regimen is moved appropriately
Date: _____ Initial: _____