

Guidelines for Take Charge Funded Dysplasia and Cervical Consult Services

Instructions for use:

Fee-For-Service:

Use these guidelines to determine if clients 21-64 years of age may receive a Take Charge Funded Dysplasia and Cervical Consult Service such as colposcopy or consultation visit. Please complete the training and quizzes for Med-IT Take Charge! which are located at [Current Provider Training](http://oklahoma.gov) (oklahoma.gov); add the additional testing into the **Procedure Approval** area found in the **Med-IT** secure software. All additional testing should be entered into the Procedure Approval area found in the Med-IT secure software.

County Health Departments:

Please complete the Take Charge Screening and Diagnostic Services Coupon ODH Form 1342, which can be found online at [Take Charge Website](http://oklahoma.gov) or you may contact a Take Charge Staff member to have one emailed directly to you.

Diagnostic Facilities-ensure that the 1342 has an approval stamp prior to providing services

Section 1: Eligibility

All statements in the table below must be answered “yes” in order to proceed.

Client has a current Take Charge eligibility letter
Client is between 21-64 years of age +
Client is not eligible for Oklahoma Cares due to one or more of the following: <ul style="list-style-type: none">• non qualifying abnormal cervical finding including short term follow-up• citizenship status• non-compliance with child support enforcement
Client has a documented abnormal cervical finding*

+ Contact Take Charge! for clients falling outside of noted age limits

Section 2: Abnormal cervical finding*

The abnormal cervical finding has to have been identified in the past 6-12 months for individuals needing dysplasia service(s) and/or a cervical surgical consult. To determine if an individual needs dysplasia services please go the [*ASCCP Risk-Based Management Consensus Guidelines](http://oklahoma.gov), and enter the requested patient information into the area labeled clinical situation which is found under the Management Tab at the top of the page. Additional information to be entered includes age, clinical situation, or special situation (image 1). Once the information is entered, the next button will go to the testing page (image 2). On this page, there will likely be additional questions to answer regarding the client's health status. There may be a confirmation of entered results depending on the client's medical history. Finally, there will be recommendation for treatment or for retesting (image 3). Use of the ASCCP website is free and there is an app available for smartphone/tablet devices for a fee.

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Image 1:

The screenshot shows the 'Management' tab with a progress bar indicating three steps: 1. Clinical Situation, 2. Testing, and 3. Recommendation. The 'Clinical Situation' step is active. Below the progress bar is a dropdown menu for 'Age' with the text 'Select --'. Below this is the 'ASCP Register Now!' button. The 'Clinical situation' section contains five radio button options: 'Routine screening (within past 5 years)', 'Rarely screened (>5 years ago)', 'Evaluation of a colposcopic biopsy', 'Management of results during post colposcopy surveillance (within past 7 years)', and 'Follow-up after treatment'. The 'Special situation' section contains three radio button options: 'Unsatisfactory cytology', 'Post hysterectomy', and 'Immunosuppressed patients'. At the bottom right are two buttons: 'Help me decide' and 'Next >'. The 'Definitions' tab is also visible at the top.

Image 2:

The screenshot shows the 'Testing' step in the management tool. The progress bar indicates three steps: 1. Clinical Situation, 2. Testing, and 3. Recommendation. The 'Testing' step is active. Below the progress bar is a section titled 'Current testing' with two sub-sections: 'HPV' and 'Cytology'. The 'HPV' section has three radio button options: 'None', 'Negative', and 'Positive (untyped)'. The 'Cytology' section has a dropdown menu with the text 'Select --'. Below these sections is a question: 'Does the patient have previous screening test results taken after the age of 25?'. There are two radio button options: 'Yes' and 'No'. At the bottom right are two buttons: '< Back' and 'Next >'. The 'Definitions' tab is also visible at the top.

Image 3:

The screenshot shows the 'Recommendation' step in the management tool. The progress bar indicates three steps: 1. Clinical Situation, 2. Testing, and 3. Recommendation. The 'Recommendation' step is active. Below the progress bar is a section titled 'RECOMMENDATION:' with the text 'Colposcopy?'. Below this is a paragraph: 'Colposcopy is recommended if a patient has 2 consecutive HPV positive results and an exact risk estimate is not available'. Below this is a section titled 'REFERENCES' with a list of references. At the bottom right are two buttons: '< Back' and 'Start Over >'. The 'Definitions' tab is also visible at the top.

Additional information may be presented in the form of written guidelines or decision trees (see Image 4 to Image 6). Additional help may be found by using the 'Help me decide' button located to the left of the 'Next' button; this help comes in the form of a decision tree (image 7)

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Image 4:

Guidelines apply to asymptomatic patients that require management of abnormal cervical screening test results.

Patients with symptoms such as abnormal uterine or vaginal bleeding or a visibly abnormal-appearing cervix require appropriate diagnostic testing as this may be a sign of cancer. This evaluation may include cervical cytology, colposcopy, diagnostic imaging and cervical, endocervical, or endometrial biopsy. Guidelines cannot cover all clinical situations and clinical judgment is advised, especially in those circumstances which are not covered by the 2019 guidelines.

Perkins RB, Guido RS, Castle PE, et al. 2019 ASCCP risk-based management consensus guidelines for abnormal cervical cancer screening tests and cancer precursors. J Low Genit Tract Dis 2020;24:102–31.

Image 5:

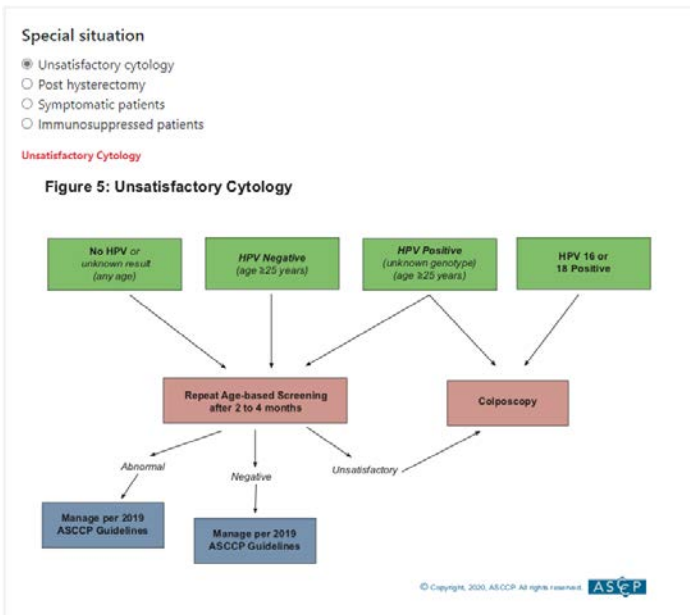


Image 6:

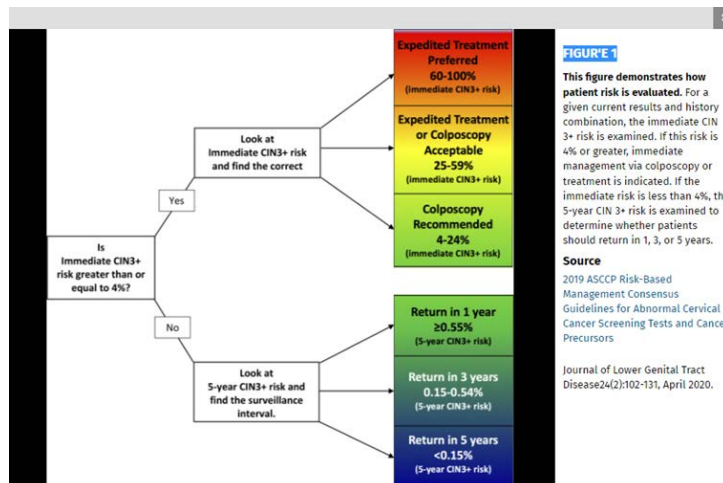
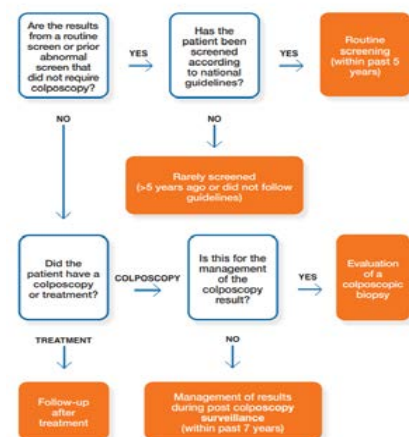


Image 7:



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Section 3: Scheduling Appointments

Prior approval is required for dysplasia and/or cervical consultation services for **ALL** clients regardless of age. The Take Charge Patient Navigators will be responsible for scheduling the appointment at a Take Charge approved site. Patient Navigators are available to assist clients through the screening process and facilitate access to services. The facility contracted to provide dysplasia and/or surgical consultations (cervical) can be found at the Take Charge website <http://oklahoma.gov/health/takecharge>. Contracted healthcare providers assist Take Charge Patient Navigators by following the steps and providing the requested information noted in the process below:

Diagnostic Facilities-ensure that the 1342 has an approval stamp prior to providing services or that all additional testing has been entered into the Procedure Approval area found in the Med-IT secure software, once that format is in place.

Process:

1. Ensure client (**21-64 years of age**) with an abnormal cervical finding has a current Take Charge eligibility letter.
 - a. Determination eligibility may be made by calling the Take Charge Patient Navigators at 1-888-669-5934 or by completing and providing the ODH Form 1341/1341A (Spanish).
 - b. To utilize **ODH Form 1341/1341A**, please complete and send a copy via secure fax 405-900-7609 or by way of encrypted email to CancerPCP@health.ok.gov. Take Charge Patient Navigators will determine eligibility and notify the client and/or the referring healthcare facility of the outcome. *(send both the 1341/1341A and the 1342 at the same time)*
 - c. Complete the required parts of ODH Form 1342 including **Parts 1 through 4 and Part 6** of the Take Charge Screening and Diagnostic Services Coupon ODH Form 1342. **Part 5** of the ODH Form 1342 will be completed by a Take Charge Patient Navigator if the client is eligible for Take Charge dysplasia services and/or a cervical consult. Once Take Charge has integrated Med-IT, all additional testing will be added by all fee-for-service providers within the Procedure Approval area found within Med-IT secure software.
2. Once all needed parts of the ODH Form 1341/1341A and the 1342 are completed, the form(s) may be securely faxed to Take Charge at 405-900-7609 or sent via encrypted email to CancerPCP@health.ok.gov. Please include any supporting documentation showing the need for requested procedure(s).
 - a. Take Charge Staff will provide eligibility determination for Take Charge funded dysplasia services within 24 business hours (with the exception of Fridays and State observed holidays). If you need faster processing, please email CancerPCP@health.ok.gov or call 1-888-669-5934; approval/denial of the requested diagnostic mammogram/procedure will be sent via secure email/fax to the Take Charge!contracted provider.
 - b. Approval is based on funding related to both Centers for Disease Control and Prevention (CDC) and Oklahoma Cares guidelines.
3. Clients eligible for Take Charge funded dysplasia services, will have their appointment scheduled the by a Take Charge Patient Navigator, the Navigator will complete **Part 5** of the ODH Form 1342. The completed form will be returned to the referring County Health Department.
County Health Departments: Will continue to use the ODH Forms 1341/1341A and 1342.
Fee-for-service providers: Will use the Med-IT software, all additional testing will be added within the Procedure Approval area found within Med-IT secure software.
4. The County Health Department will provide the client with appointment information by giving the client two copies of the completed ODH Form 1342 to take to their appointment.
5. Retain the original Take Charge Screening and Diagnostic Services Coupon ODH Form 1342 and a copy of the Take Charge Eligibility Letter in the client's electronic/paper files per the Take Charge! contract or County Health Department Records Retention Policy.

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IMPORTANT

Take Charge cannot pay for **treatment** of breast or cervical cancer. Please contact a Take Charge Staff member if you have questions regarding services that Take Charge may be able to cover. For questions or assistance, please contact a Take Charge Patient Navigator for assistance at 1-888-669-5934 or the Take Charge! Administrative Office at 405-426-8300.