Colorectal Cancer Screening Pilot Programme

Welcome Briefing Session for Colonoscopy Specialist

(ver. July 2016)
Rundown

• Screening workflow and operational details

• Demonstration on the use of the CRC-IT System (real-time)

• Practical session
Two-tier Screening Approach

Eligible Persons

First Tier Screening

Primary Care Doctor (PCD)

Faecal Immunochemical Test (FIT)

Negative

• Watch out for symptoms of colorectal cancer
• Re-screen in 2 years

Positive

Colonoscopy Specialist (CS)

Colonoscopy

Second Tier Screening
Standard Package of Colonoscopy Service

• Pre-procedural consultation – assess medical fitness for colonoscopy, explain the procedure, obtain consent, prescribe bowel preparation, explain and agree on management plan and book the procedure

• [Colonoscopy +/- polypectomy]** +/- repeated colonoscopy

• Review histopathology results and/or CT colonography results (for incomplete colonoscopy) to formulate clinical decision

• Post-procedural consultation – explain assessment findings, referral for definitive management, etc. (for all cases except those with a complete colonoscopy with normal findings)

** Cover conscious sedation, consumables for polypectomy e.g. the clips, snare and hot biopsy forceps
Commissioned services provided by Government

- **Histopathology examination services**
  - If polyp or tissues are removed for histopathology examination
  - Service Provider: Diagnostix Pathology Laboratories Ltd. (陳健慧病理診斷有限公司)

- **CT colonography services**
  - If incomplete colonoscopy
  - Service Provider: TWGHs Computed Tomography Imaging Centre (東華三院電腦掃描中心)
Services NOT included in Standard Package

1. Overnight stay in a private hospital
2. Monitored anaesthetic care or general anaesthesia
3. Management for further polypectomy in the situation where the polyp(s) detected during the complete colonoscopy cannot be completely removed
4. Management of complications arising from the Colonoscopy Examination such as bleeding, infection, bowel perforation or severe reaction to sedation
5. Management of colorectal cancer or other lesion(s) detected after the Colonoscopy Examination

CS should reach mutual agreement before the procedure with the participant regarding their arrangement and payment of charges for the above extra services
Making an appointment

- Arrange pre-procedural consultation within 4 weeks from the date of participant approaching the CS
- Remind participant to bring the referral letter during pre-procedural consultation (if booking not in person)
Pre-procedural consultation

- Assess medical fitness for the procedure
- Explain the procedure and obtain consent
- Prescribe bowel preparation
- Explain and agree on management plan (e.g. complications, polyps beyond resection, incomplete intubation) and charges and payment for extra services (e.g. overnight stay, MAC)
- Book the colonoscopy examination **within 4 weeks** from the date of pre-procedural consultation
Points to note (1)

• Recommend to use SMART ID readers to search the enrolled participant.
• Build Indefinite sharing consent
  ✓ When participant have not given indefinite consent to Health Care Provider (HCP)
  ✓ Maybe required during
    ✓ pre-procedural consultation and/or
    ✓ on the day of colonoscopy
      (due to different HCP)
Points to note (2)

- Provide copy of undertaking and declarations of the Subsidy redemption form for the participant to study
  - Available in
    - CS guidebook (Annex II)
    - Prevent Colorectal Cancer Website (www.ColonScreen.gov.hk)

- Input information into the CRC-IT System as soon as possible
Input as Soon as Possible

- Input information of Pre-procedural Consultation into the CRC IT System within 3 days as the System allows back date input for 3 days only.
- If the participant has done the Pre-procedural Consultation from another enrolled CS, message will appear to remind the CS no further subsidy for Pre-procedural Consultation will be made.
- Participants who wish to attend further Pre-procedural Consultations will need to pay out-of-pocket, thus the CS should make known to the participant about the amount to be charged before providing the consultation.
Points to note (3)

• If the colonoscopy suite cannot access the CRC-IT System, please
  ➢ pre-print the subsidy redemption form and histopathology request form at the pre-procedural clinic
  ➢ bring along these forms to the colonoscopy suite on the day of Colonoscopy Examination
Points to note (4)

In colonoscopy suite, to access the participant’s account via the CRC-IT System for data entry & printing of subsidy redemption form, the participants have to build the “indefinite sharing consent” with the colonoscopy suite.

Reception staff of the colonoscopy suite should

1. have the access right for building sharing consent (relevant role group is assigned to the staff by the user admin)
2. know how to build sharing consent
3. be aware that a particular client is enrolled under the Pilot Programme and then check whether the “indefinite sharing consent” has been made via the CRC-IT System
   - Make a “remark” on the admission sheet to show that the client is a Pilot Programme participant
   - Remind the client to inform the reception staff that he/she is under the Programme
4. Build the “indefinite sharing consent” as appropriate
Colonoscopy Examination (1)

- Sign and complete the subsidy redemption form by the participant (before sedation and procedure) and the CS (after the procedure)
Colonoscopy Examination (2)

- **Complete colonoscopy:**
  - Photo documentation (visualization of either appendiceal orifice or ileocecal valve or terminal ileum) with adequate indication of participant identity
  - Without polypectomy: explain findings to the participant
  - Polypectomy: send polyp or/and abnormal tissue to a designated laboratory for histopathology examination

- **Incomplete colonoscopy**
  - Repeat colonoscopy
  - Refer for CT colonography

- **Book post-procedural consultation**
  - For all cases except those with a complete colonoscopy with normal findings
  - Within 5 weeks from the date of colonoscopy examination
Histopathology examination services (1)

- Order specimen bottle and carrier bag
  - by filling the request form and fax to service provider (fax. no.: 2521 7081) at least 3 working days in advance

- Print Histopathology Request Form from the CRC-IT System

- Fill in the required information
  - eg. Phone and fax no. of CS, clinical summary, specimen nature and site

- Label specimen properly and put into the carrier bag
Histopathology examination services (2)

- Collect specimen
  - Phone to service provider (tel no.: 2526 0867) to collect the specimen and Histopathology Request Form

- Histopathology report
  - Uploaded/re-uploaded via eHRSS
  - No hard copy report will be issued
  - Appear in To-do-List under the CRC-IT System
  - CS will be informed by telephone or fax for malignant tumor cases or amended issued report
CT colonography services (1)

- Print CT Colonography Request Form and booking instruction sheet from the CRC-IT System
- Fill in the information on the request form
  - eg. Phone no. of CS, Known drug allergy, allergy precaution (if applicable) and clinical summary
- Give the request form and booking instruction sheet to participant
- Instruct the participant to
  - arrange appointment by phone (tel no.: 3517 7721) ASAP
  - inform the booking staff that the participant was enrolled under the Pilot Programme
  - bring the CT Colonography Request Form when go to the imaging centre
CT colonography services (2)

- CT colonography report
  - Issued within 4 weeks after the day of appointment of the participant
  - A hard copy of the CT colonography report and radiographic images will be sent by courier service from the service provider
  - No separate notification on CRC-IT System will be made
Repeat Colonoscopy

- Subsidy already covered in the Standard Package of Colonoscopy Service
- Should **NOT** ask the participant to cover the cost of the repeat colonoscopy
- Input result into the CRC-IT System
- Exercise clinical decision and discuss with participant
Post-procedural consultation

• For all cases except those with a complete colonoscopy with normal findings
• Explain the findings (colonoscopy, histopathology or CT colonography)
• Refer for definitive treatment e.g. CRC, other problems
• Advice on further management plan
Referral

- Print referral letter from the CRC-IT System
Incidents/ Complications

- Report any incident or complication related to the Colonoscopy examination to the Programme Office (PO) through the CRC-IT System within 7 days when CS knows the event.
- Alert the PO if the event requires immediate attention by the PO.
Participants with positive FIT result referred for colonoscopy

Pre-procedural Consultation
- Assess medical fitness for Colonoscopy Examination
- Explain the procedure and prescribe bowel preparation

Colonoscopy Examination
- Day case including conscious sedation, consumables for polypectomy and removal of polyp or/and abnormal tissue

Complete colonoscopy (no removal of polyp/tissue)
- Explain findings to participant

Complete colonoscopy (removal of polyp/tissue)
- Send polyp/tissue for histopathology examination
- Arrange Post-procedural Consultation

Incomplete colonoscopy
- Offer repeat colonoscopy OR referral for computed tomographic colonography

Post-procedural Consultation
- Explain the colonoscopy examination result and arrange follow-up as appropriate
## Service Pledge

<table>
<thead>
<tr>
<th>Action</th>
<th>Waiting time</th>
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<tbody>
<tr>
<td>From the participant approaching to the CS to the Pre-procedural consultation</td>
<td>&lt; 4 weeks</td>
</tr>
<tr>
<td>From Pre-procedural consultation to colonoscopy examination</td>
<td>&lt; 4 weeks</td>
</tr>
<tr>
<td>From colonoscopy examination to Post-procedural consultation, if any</td>
<td>&lt;5 weeks</td>
</tr>
</tbody>
</table>
## Subsidy level

<table>
<thead>
<tr>
<th>Standard package</th>
<th>Colonoscopy without polyp removed</th>
<th>Colonoscopy with polyp(s) removed</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidy for pre-procedural consultation*</td>
<td>HK$300</td>
<td>HK$300</td>
<td>Payable upon completion of pre-procedural consultation</td>
</tr>
<tr>
<td>Subsidy for colonoscopy</td>
<td>HK$7,500</td>
<td>HK$8,200</td>
<td>Payable upon completion of the whole standard package</td>
</tr>
<tr>
<td>Total government subsidy^</td>
<td>HK$7,800</td>
<td>HK$8,500</td>
<td></td>
</tr>
</tbody>
</table>

**Health Care Voucher cannot be used to settle the co-payment**

*ONLY be paid once to the first CS who submits the claim, to promote continuity of care by the same specialist and discourage doctor shopping. The date of actually providing the pre-procedural consultation will be immaterial.

^Government subsidy can be payable to CS’s or the associated medical organization’s bank account, whichever way that could be acceptable between the doctor and colonoscopy facility.
Charity quota

- Offer to participants who are Comprehensive Social Security Assistance (CSSA) recipients or holders of valid Certificate for Waiver of Medical Charges
- State the charity quota per month on the poster displayed in the clinic performing the pre-procedural consultation
- Indicate the participant has used the charity quota under the CRC-IT System
Payment Claim (1)

• Processed by Programme Office on a monthly basis

• Pre-procedural consultation:
  ➢ Submit payment claim via the CRC-IT System after input of all mandatory fields

• Colonoscopy Examination:
  ➢ Submit payment claim via the CRC-IT System after input of all mandatory fields (including histopathology findings for polypectomy cases)
  ➢ Submit the following supporting documents to Programme Office by 7th of each month (preferably by registered mail):
    ✓ Subsidy redemption form signed and completed by CS and the participant
    ✓ Photo documentation (visualization of either appendiceal orifice or ileocecal valve or terminal ileum) with adequate indication of participant identity (for complete colonoscopy)
Payment Claim (2)

• Claims in a particular month will be settled within 30 days after the last day of that month in which all supporting documents have been duly received by Programme Office.

• Submit claim ASAP, claim not made within 6 months counting from the date of the pre-procedural consultation will be considered as a late claim and the Government shall have the absolute discretion to refuse payment.
Payment Claim (3)

- CS can view the payment claims submitted and the payment status via the enquiry function of the CRC-IT System.

- When the payment claims have been processed, CS
  - will receive an inbox message for notification of payment within 14 days
  - can generate a monthly payment statement providing details of processed payments.
Items may be appeared in To-do-list:

1. Participants seen for per-procedural consultation but not undergoing colonoscopy in 4 weeks
2. Participant seen for colonoscopy but payment claim has not been submitted in 5 weeks
3. Incident/ complication reporting from has not been submitted in 7 days
4. Histopathology laboratory result uploaded
5. Histopathology laboratory result re-uploaded
Before Programme Launch (1)

- Receive welcome pack in mid August including
  - Programme Materials
    - CS guidebook
    - Door Decal
    - Mini-poster for CS
    - A2 Programme Poster (1st phase)
  - Materials for distribution to Participants
    - Programme Pamphlet
  - Forms related to the Pilot Programme
    - Materials Order forms
    - Specimen Bottle and Carrier Bag Request Form
- Study CS guidebook
Before Programme Launch (2)

- Fill in the copayment fee and charity quota for each HCI into Mini-poster for CS

<table>
<thead>
<tr>
<th>Doctor Name</th>
<th>Name of clinic/Hospital performing colonoscopy</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC医院</td>
<td>腸胃內視鏡中心</td>
</tr>
<tr>
<td>DEF医院</td>
<td>内視鏡中心</td>
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<tr>
<th>醫生名稱</th>
<th>ABC醫院</th>
<th>DEF醫院</th>
<th>腸胃內視鏡中心</th>
<th>内視鏡中心</th>
</tr>
</thead>
<tbody>
<tr>
<td>醫生名稱</td>
<td>$0</td>
<td>$500</td>
<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>$0</td>
<td>$500</td>
<td>$1,000</td>
<td>$500</td>
</tr>
</tbody>
</table>

If no copayment fee for polypectomy and without polypectomy, please fill in “不適用”
When Programme Launch

- Display at least the following items at the clinic performing pre-procedural consultation:
  - Door Decal
    - to alert the general public that screening service under the Pilot Programme is available
  - Mini-poster for CS
    - to show the co-payment fee and, where, charity quota is offered, its number

- Receive referrals and arrange pre-procedural consultation

- Order specimen bottle and specimen carrier bag from service provider
Demonstration on the use of the CRC-IT System (real-time)

- Overview of the CRC-IT System
- Case Scenario
Summary (1)

- Display Door Decal and Mini-poster for CS at the clinic performing pre-procedural consultation when the programme launch
- Order specimen bottle and specimen carrier bag from service provider **at least 3 working days in advance**
- During pre-procedural consultation
  - Explain and agree on management plan (e.g. complications, polyps beyond resection, incomplete intubation) and charges and payment for extra services (e.g. overnight stay, MAC)
  - Provide **copy of undertaking and declarations** of the Subsidy redemption form for the participant to study
Summary (2)

• On the day of colonoscopy
  - Sign and complete the subsidy redemption form by the participant (before sedation and procedure) and the CS (after the procedure)
  - Have photo documentation (visualization of either appendiceal orifice or ileoocoecal valve or terminal ileum) with adequate indication of participant identity (for complete colonoscopy)

• Payment claim for colonoscopy
  - submit via the CRC-IT System after input of all mandatory fields
  - submit signed and completed subsidy redemption form and photo documentation to Programme Office by 7th of each month (preferably by registered mail)
Enquiries

Programme Office,
CRC Screening Pilot Programme,
Department of Health

EMAIL: colonscreen@dh.gov.hk
HOTLINE: 3565 5665

Hotline Operating Hours:
Mon – Fri: 9 am – 5 pm
For first 2 weeks of Programme launch:
Sat – Sun: 9 am - 5 pm
Practical session

Please follow the instruction sheet to complete the scenario