eTumor Board Quick Reference Guide

What is an eTumor Board Conference?

eTumor Boards are multidisciplinary discussions, offering informal advice regarding suitable diagnostic tests and treatment options for complex cancer cases. These live video-conferences provide a forum for dynamic and collegial conversations between Mayo Clinic and Mayo Clinic Care Network health care providers.

Who is eligible to observe and/or participate in an eTumor Board Conference?

Observation and participation in eTumor Board Conferences is only available to Summit Healthcare physicians who have signed a conditions for participation. Summit Healthcare physicians are encouraged to serve in an observatory role for at least two (2) eTumor Board sessions before presenting a case. eTumor Board case submissions for Lung, Genitourinary, Breast, and Colorectal Conferences must be submitted at least one (1) week prior to the desired eTumor Board. Case submissions for Lymphoma Conferences must be submitted at least two (2) weeks prior to the eTumor Board Conference. Some exceptions may apply.

If you have not yet received a conditions for participation, please contact Julie Stoner at jstoner@summithealthcare.net or call 928.537.6399.

Where can I observe and/or participate in eTumor Board Conferences?

Live eTumor Board Conferences may only be viewed at Summit Healthcare in the Board Room located on the fifth floor of the hospital.

How do I access an eTumor Board submission form?

If on campus, Summit Healthcare physicians can request an eTumor Board through the Mayo Clinic Care Network intranet page on Summit Healthcare. Summit Healthcare physicians who are GE Centricity users on the Summit Healthcare Network are able to submit an eTumor Board request in their office. In the ambulatory setting, Summit Healthcare physicians can request an eTumor Board through the web submission form located on Summit Healthcare's Intranet.

Where can I find a schedule of upcoming eTumor Board Conferences?

Please see page three of this document for a schedule of eTumor offerings. In addition, a calendar of upcoming eTumor Board Conferences is available on Summit Healthcare's intranet. You can also contact your clinical integration specialist for a detailed listing of upcoming conferences.

Is there an option to access archived eTumor Board Conferences?

Yes. Archived eTumor Board Conferences are available for a limited time on the Mayo Clinic Care Network Member Website and can be viewed from any workstation that resides on the Summit Healthcare Network.

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The following steps must be taken prior to submitting an eTumor request:

STEP 1   **Identify the specialty area of the eTumor Board request.**

STEP 2   **Create a 1-Page Clinical Summary** (first page of the eTumor submission).

This does not need to be a new clinical summary. The summary can be the most recent clinical note in your EMR, as long as the following components are included:

▶ Primary reason for request

▶ Specific question being asked
- The question must be specific to your patient's medical diagnosis
- The question must be obvious and succinct

▶ General supporting patient information (age, sex, medication list, vital signs)

▶ Summary of medical problem
- Chief complaint
- Chronological history of present illness
  History (relevant information from initial and past clinical notes)
  Primary/differential diagnosis
  Details of prior testing
  History of prior treatments
- Impressions and plan

STEP 3   **Provide additional supporting information to accompany the one-page Clinical Summary.**

Your assigned clinical integration specialist in the Quality Improvement Department will help compile the supporting information.

▶ Clinical Notes in chronological order, current to oldest

▶ Reports

▶ Imaging

▶ Pathology

▶ Language

▶ Labs - Send labs dated within the most recent six months only. No labs> six months.

* Please send high-quality images and reports only.

How will I know if my case was selected for an eTumor Conference?

Your clinical integration specialist will notify you, via your preferred method of contact, if your eTumor Board case was selected to be presented. Please note that Mayo Clinic selects which case submissions will be presented.

Are there, any presentation specifications?

The requesting provider must present the case using PowerPoint the day of the eTumor Board. The goal is to "tell the patient story" in three minutes or less. A template is provided on the network member website http//corenetworkmembers.mayoclinic.org/member-services/etumor-boards

NOTE: De-identify all patient protected health information (PHI).

Calendar of eTumor Board Conferences

eTumor Board	Day of Week/Time(EST)	Mayo Clinic eTumor Chairs
Breast	1st, 3rd, and 5th Tuesdays 8:00 A.M.	**Dr. James Jakub** **Dr. Charles Loprinzi**
Colorectal	1st and 3rd Thursdays 8:00 A.M.	**Dr. Lisa Boardman**
Genitourinary	2nd and 4th Tuesdays 8:00 A.M.	**Dr. Stephen Boorjian**
Lung	Every Monday 8:00 A.M.	**Dr. Dennis Wigle**
Lymphoma	1st and 3rd Wednesdays 8:00 A.M.	**Dr. Thomas Habermann**

Need more information?

E-mail mccninquiries@summitheatlhcare.net. Your e-mail will be routed to the correct internal resource at Summit Healthcare to answer your question. You can also contact the Quality Management Department at 928.537.6933.