eConsult - Quick Reference - PCP

Creating an eConsult

1. Once a patient is in context, select **eConsult - Create** under the Patient Summary section.
2. Select the specialty by clicking the ...
3. Select **Create**.
4. Enter the question for the Specialist in the eConsult **Question** box.
5. Attach any pertinent documents/images.
6. If applicable, add any relevant additional information in the **Additional Information** box.
7. Click on **Submit.**

*Note: Before Submitting an eConsult, it can be **Saved as a Draft** or **Cancelled**.*

Attachments

***** *Please note that documents/images must be clinically relevant as they will become a permanent part of the patient's health record.*

1. Documents and/or Images can be attached to the eConsult by selecting the Choose File button next to **Document** or **Photos**.
2. Select the document or image to attach.
3. Click on the **Open** button.
4. To remove any attached documents or images, click on the down arrow next to **Open** and select **Remove**.

Documents (PCP and Specialist)	Only PDF type documents can be attached. (max 7 documents for a total of 10mb)
Images (available for PCP only)	Max 7 images for a total of 15mb. Only original images should be attached.

Providing Additional Information to the Specialist

1. After selecting the **My eConsults** Menu Bar on the Homepage, click on the eConsults with the status of **Returned to Primary Care Provider**, under the **My eConsults Needing my Attention** section.
2. To provide additional clinical information to the Specialist, click on the **Actions** button. Enter the additional information in the text box *Requested Information*,
3. Select **Provide Information**.
4. The eConsult is reassigned back to the Specialist.

Requesting Additional Information from the Specialist

1. After selecting the **My eConsults** from the menu on the Homepage, click on the eConsult with the status of **Specialist Responded**, under the **My eConsults Needing my Attention** section.
2. To request additional information from the Specialist, open the eConsult, click on the **Actions** button and select **Request Information (from Specialist)**
3. Enter information in the text box under the header in the **Request Information (from Specialist)**.
4. Select **Request Information**.
5. The eConsult is reassigned back to the Specialist.

Closing an eConsult

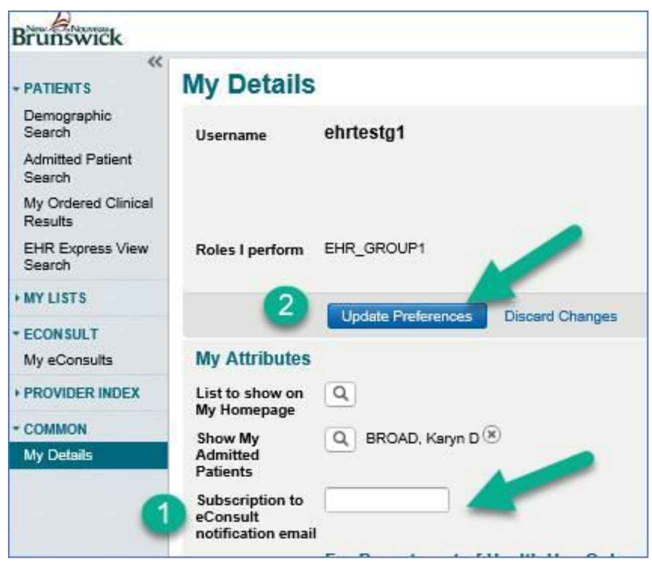
1. From the **My eConsult** view, select the patient in which the eConsult is ready to be closed.
2. Select the **Actions** menu, then select **Close**.
3. Once a pop up screen displays, click on the **Close eConsult** button.
4. Upon returning to the **My eConsult** View page, all closed eConsults display under the **My Completed eConsults** section.

Print or Download

1. To print a specific eConsult for a patient, select the **Print** button from the eConsult screen.
2. A PDF file is generated, which can either be printed or saved.

Set Up of Email Notifications

1. To receive email notifications regarding new eConsult information, select **Common** from the Homepage Menu Bar then select **My Details**.
2. Under the My Attributes section, enter the preferred email address in the notification email section, then select **Update Preferences**



Help

For more information on eConsult please see the Help menu within EHR, the FAQ document located on the Health Portal or contact the eConsult Administrator at: econsult@gnb.ca