eConsult-Quick Reference- Specialist

Responding to eConsults

1. After selecting the **My eConsults** Menu Bar on the homepage, select a patient under the **My eConsults Needing my Attention** section.
2. Once the eConsult opens, select **Action.**
3. Select **Respond to eConsult.**
4. Complete the **Response** section.
5. Attach any pertinent documents. **Note**: Images are not permitted.
6. Next, click on the **Respond** button. *Note: before responding to an eConsult, you can **Save as Draft** or **Cancel***.
7. Upon responding, the eConsult is reassigned back to the Primary Care Provider.

Attachments

1. Documents can be attached to the eConsult by selecting the **Browse** button next to **Attachments**.
2. Select the document to attach and click **Open**.
3. To remove any attached documents, click on the down arrow next to **Download** and select **Remove**.

Documents (available to both PCP and Specialist)	Only PDF type documents can be attached. You may add up to 7 documents for a total of 10mb. Documents must be clinically relevant to the question asked and to the patient as they will be permanent documents in the patient record.

Requesting Additional Information from the Primary Care Provider

1. After selecting the **My eConsults** Menu Bar on the Homepage, click on the eConsults with the status of **Assigned***,* under the **My eConsults Needing my Attention** section**.**
2. To request additional information from the Primary Care Provider, open the eConsult, click on **Action**.
3. Select **Request Information (from Primary Care Provider***)* in the drop down menu.
4. Enter the requested additional information in the text box *Required Information*.
5. Select the **Request Information** button.
6. The eConsult is reassigned back to the Primary Care Provider.

Providing Additional Information to the Primary Care Provider

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

My eConsults View:

The eConsult view for the Specialist has 3 sections:

1. *My eConsults Needing My Attention*: Contains a list of eConsults for the Specialist which have been submitted by the Primary Care Provider. This list of eConsults also includes eConsults which require the Specialist to provide more information.
2. *My eConsults Waiting for PCP Response*: Contains a list of' the Specialist's eConsults assigned to the Primary Care Provider awaiting a response or awaiting to be closed.
3. *My eConsults Completed*: Contains of list of the Specialist's eConsults which are closed by the Primary Care Provider or cancelled.

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.
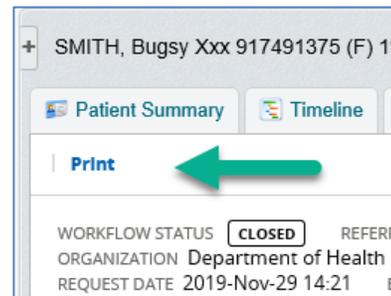
Set Up of Email Notifications

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 and click on the **Update Preferences** button:
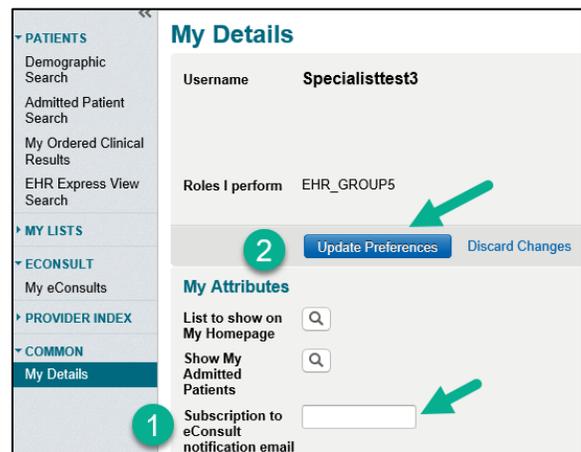
Help

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