Medical Residents as Delegates

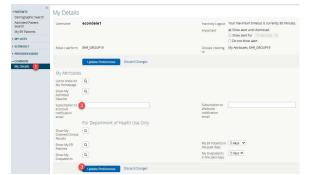
To provide family physician medical residents with access to the eConsult service, they must only submit eConsults under the supervision of their physician supervisor. To do this, the following must be completed:

- Medical Residents (Delegates) must have EHR access and must log into the EHR at least once.
- A medical resident's physician supervisor must assign you as their delegate in their My Details section of the EHR before you will be able to create an eConsult.

Note: You should notify your physician supervisor when you have submitted an eConsult.

Setting up Email Notifications

- 1. To receive email notifications when an eConsult changes status, select **Common** from the Homepage Menu Bar then select **My Details**. (1)
- Under the My Attributes section, enter the preferred email address in the Subscription to eConsult notification email (2) section, then select Update Preferences. (3)



Creating an eConsult

- 1. Once a patient is in context, select **eConsult Create** under the Patient Summary section.
- 2. Select the specialty from the list provided. Once selected, the eConsult form will be displayed.
- 3. In the **Referring Provider field**, clear the "-" by clicking on the "**x**", then select "**Add**". Select your supervising physician from the list provided.
- 4. Respond to the question "Is this patient's PCP the same as the Referring Provider?" If No, in the Primary Care Provider (PCP) field select "Add" then select the patient's Primary Care Provider. (If the patient's PCP is not available in this list, please select **Provider not listed**).
- 5. Enter the question for the Specialist in the eConsult Question box.
- 6. Attach any pertinent documents/images.
- 7. If applicable, add any additional relevant additional information in the Additional Information box.
- 8. Select 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. Select the **Open** button.
- 4. To remove any attached documents or images, select 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

- 1. Select **ECONSULT** from the Menu Bar on the Homepage, then **My eConsults**. eConsults which require the PCP to provide additional information fall under the list: **My eConsults Needing my Attention** and have the status: **Returned to Primary Care Provider**
- 2. To provide additional clinical information to the Specialist, open the eConsult and select **Provide Information**. Enter the additional information in the text box **Requested Information**.
- 3. Select Provide Information.
- 4. The eConsult is now reassigned back to the Specialist or Administrator based on who requested the additional information.

Requesting Additional Information from the Specialist

- Select ECONSULT from the Menu Bar on the Homepage, then My eConsults. eConsults for which you can request additional information from the Specialist fall under the list: My eConsults Needing my Attention and have the status: Specialist Responded,
- 2. To request additional information from the Specialist, open the eConsult, select **Request Information (from Specialist)**
- 3. Enter information in the text box Required Information.
- 4. Select Request Information.
- 5. The eConsult is now reassigned back to the Specialist.

Closing an eConsult

It is your responsibility to ensure the eConsult is closed after a sufficient response is received from the Specialist. The Specialist cannot bill for the eConsult until the eConsult has been closed.

- 1. From the **My eConsults** view, select the eConsult that is ready to be closed.
- 2. Select Close
- 3. Select Close eConsult.
- Upon returning to the My eConsults view all, closed eConsults display under the My eConsults Completed section.

Print or Download

A copy of the eConsult should be saved to your EMR or printed and included within your patient's in-office paper file.

- 1. To print a specific eConsult for a patient, select $\mbox{\bf Print}$ from the eConsult screen. (1)
- 2. A PDF file is generated, which can either be downloaded, printed, or saved.

| ≡ | Patient Summar | | 📓 Lab Test Search | n Labor |
|---|-------------------|-----------------|--------------------------|---------------|
| đ | eConsult - Create | Clo Print Re | equest Information (from | n Specialist) |
| | | WORKFLOW STATUS | SPECIALIST RESPONDED | REFERRED FO |

To view submitted eConsults

To view eConsults submitted by you, select **ECONSULT** from the Menu Bar on the Homepage, then **My eConsults**. (1) Submitted eConsults will display under the list **My eConsults waiting for Specialist Response**. (2)

| Demographic Search | | | | | | | |
|-----------------------------|---|------------------------------------|-----------------------|---------------|----------|---------------------|--------------------------------------|
| Admitted Patient | Request Date | NB Medicare | Name | Date of Birth | Age | Gender | Spec |
| Search My ER Patients | 2023-Sep-11 10:36 | 951624832 | GROUCH, Oscar | 1981-Sep-20 | 42 years | Male | Card |
| MY LISTS | 2023-May-30 14:40 | 564376804 | BEAR, Buddy Test | 1998-May-03 | 25 years | Male | Hem |
| - ECONSULT | 2023-Apr-26 10:01 | 951624832 | GROUCH, Oscar | 1981-Sep-20 | 42 years | Male | Card |
| My eConsults (1) | 2023-Jan-10 06:52 | 564376887 | UNIT, Moon Test | 1998-May-02 | 25 years | Male | Card |
| | Displaying 1-4 | | | | | | |
| 2 | | g for Specialist F | esponse | | | | |
| PROVIDER INDEX | | g for Specialist F | esponse Name | | Date | of Birth | Age |
| PROVIDER INDEX | My eConsults waitin | and a star of the star of the star | | | | of Birth -Feb-15 | |
| PROVIDER INDEX | My eConsults waitin; Request Date | NB Medicare | Name | | 1976 | | 47 year |
| ereferral PROVIDER INDEX | My eConsults waiting Request Date 2023-Oct-19 11:29 | NB Medicare 090603010 | Name TVH, Patient2 | | 1976 | -Feb-15 | Age 47 year 25 year 53 year |