

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:

1. Medical Residents (Delegates) must have EHR access and must log into the EHR at least once.
2. 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
2. 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

1. 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**.
4. 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 **Print** from the eConsult screen. ①
2. A PDF file is generated, which can either be downloaded, printed, or saved.

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

My eConsults needing my Attention							
Request Date	NB Medicare	Name	Date of Birth	Age	Gender	Spec	
2023-Sep-11 10:36	951624832	GROUCH, Oscar	1981-Sep-20	42 years	Male	Card	
2023-May-30 14:40	564376804	BEAR, Buddy Test	1998-May-03	25 years	Male	Hem	
2023-Apr-26 10:01	951624832	GROUCH, Oscar	1981-Sep-20	42 years	Male	Card	
2023-Jan-10 06:52	564376887	UNIT, Moon Test	1998-May-02	25 years	Male	Card	

My eConsults waiting for Specialist Response							
Request Date	NB Medicare	Name	Date of Birth	Age			
2023-Oct-19 11:29	090603010	TVH, Patient2		1976-Feb-15	47 year		
2023-Sep-29 14:06	564376804	BEAR, Buddy Test		1998-May-03	25 year		
2023-Sep-29 10:15	917491375	SMITH, Buggy Emr		1970-Jan-01	53 year		
2023-Sep-29 10:10	917491375	SMITH, Buggy Emr		1970-Jan-01	53 year		