ECONSULT – QUICK REFERENCE – RESIDENT SUPERVISORS

Assigning a Delegate

To enable family physician medical residents to submit eConsults under the direction of their supervising physician, Medical Resident Supervisors can 'delegate' access to eConsult with the following steps:

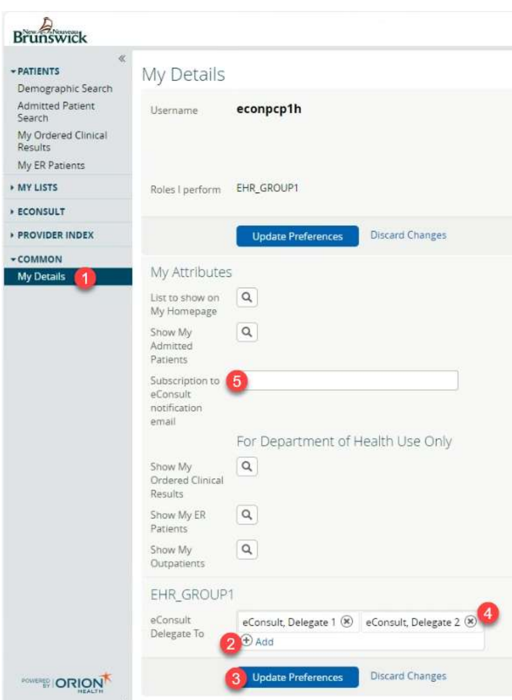
1. Select **My Details** under **COMMON** on the left-hand menu. ①
2. In the section entitled **EHR_GROUP** find the **eConsult Delegate To** field then select **Add**. ②
3. The **PCP Delegate search** dialogue box is displayed.
4. Search for the Medical Resident whom you wish to provide Delegate access by using the 'Full Name' or 'User ID' fields.
5. Select the Medical resident from the list generated
6. The selected person now displays as a delegate.
7. Select **Update Preferences** to save the changes. ③
8. To add another delegate repeat steps 1-7.
9. To remove a Medical Resident delegate, click the 'x' next to the delegate's name and select Update Preferences to save the changes. ④

Note: PCPs using the **ECV** button through an EMR, select the 🏠 icon on the 'Patient Summary' screen and follow the steps above.

Setting up Email Notifications

It is important that medical resident supervisors sign up for email notifications to be notified when a medical resident has submitted an eConsult.

1. To receive email notifications when an eConsult changes status, select **Common** from the Homepage Menu Bar then select **My Details**.
2. Under the **My Attributes** section, enter the preferred email address in the **Subscription to eConsult notification email** section ⑤, then select **Update Preferences.**



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. This takes you to the eConsult screen.
3. Enter the question for the Specialist in the **eConsult Question** box.
4. Attach any pertinent documents/images.
5. If applicable, add any relevant additional information in the **Additional Information** box.
6. 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, 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 to the Specialist or Administrator based on who requested the additional information.

Requesting Additional Information

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.

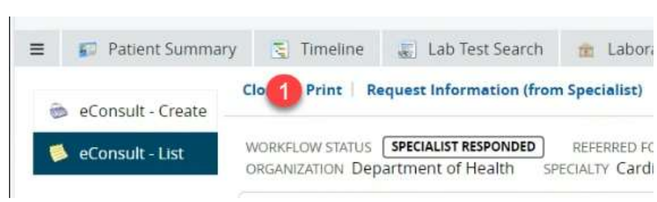
Closing an eConsult

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. 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 or your delegated Family Physician Medical Residents, select **ECONSULT** from the Menu Bar on the Homepage, then **My eConsults**. Submitted eConsults will display under the list **My eConsults waiting for Specialist Response.**

Help: For more information on eConsult please contact the eConsult Administrator at econsult@gnb.ca