Responding to eConsults

1. Select **ECONSULT** from the Menu Bar on the Homepage and then **My eConsults**. eConsults that require your response will fall under the list: **My eConsults Needing my Attention** and have the status of **Assigned.**

2. To respond, open the eConsult and select **Respond to eConsult.**

3. Complete the **Response** section.

4. Attach any pertinent documents. **Note**: Images are not permitted.

5. Select the **Respond** button. Note: before responding to an eConsult, you can **Save as Draft** or **Cancel**.

6. Upon responding, the eConsult is reassigned back to the Primary Care Provider.

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 (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. Select **ECONSULT** from the Menu Bar on the Homepage and then **My eConsults**. eConsults that require your response will fall under the list: **My eConsults Needing my Attention** and have the status of **Assigned.**

2. To request additional information from the Primary Care Provider, select **Request Information (from Primary Care Provider***).

3. Enter the requested additional information in the text box **Required Information**.

4. Select the **Request Information** button*.

5. The eConsult is reassigned back to the Primary Care Provider.

Providing Additional Information to the Primary Care Provider

1. Select ECONSULT from the Menu Bar on the homepage and then **My eConsults**. eConsults that requesting more information from you fall under the list: **My eConsults Needing my Attention** section and have the status of **Returned to Specialist**.

2. To provide additional information to the Primary Care Provider, select **Provide Information (to Primary Care Provider)**.

3. Enter the additional information in the text box **Requested Information.**

4. Select the **Provide Information** button*.

5. The eConsult is reassigned back to the Primary Care Provider.

My eConsults View

The eConsult dashboard 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.

3. **My eConsults Completed**: Contains a list of the Specialist's eConsults which have had a response, are cancelled, or closed.

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.
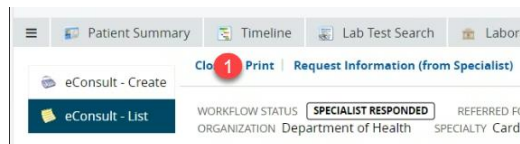
Setting up Email Notifications

It is important that specialists sign up for email notifications to be notified when an eConsult is assigned to you.

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** section ②, then select **Update Preferences.** ③
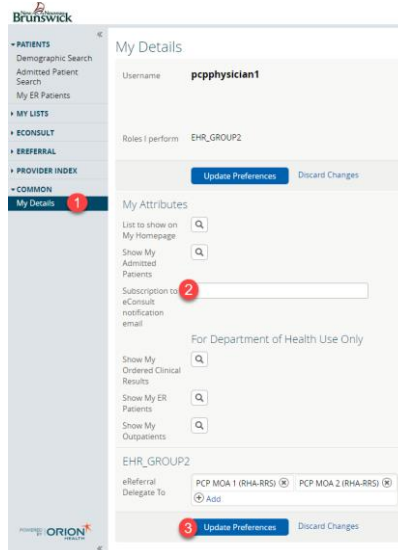
Help: For more information on eConsult please contact the eConsult Administrator at econsult@gnb.ca