## Setting up Email Notifications

It is important to sign up for email notifications to be notified an eConsult has been responded to by the specialist.

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
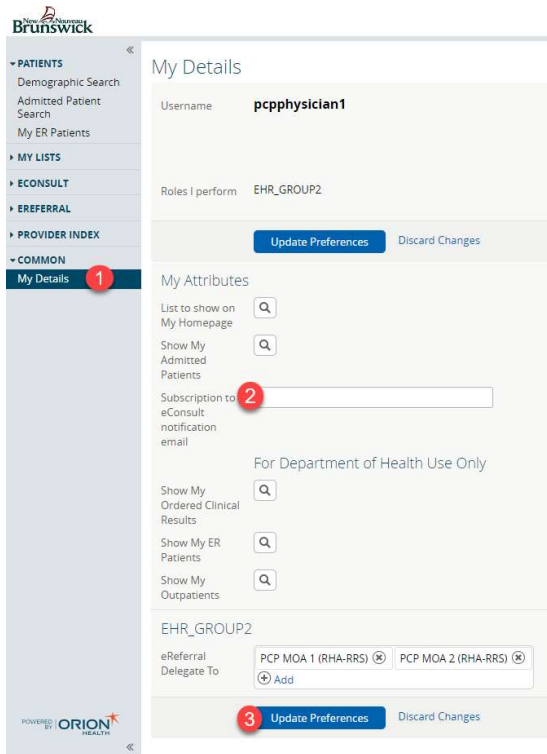
Creating an eConsult

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.
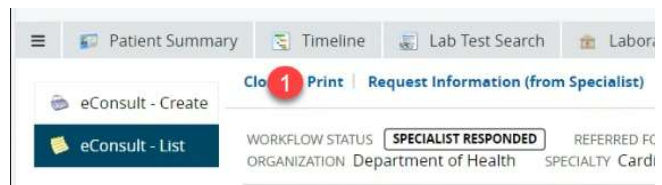
eConsults Submitted by Family Physician Medical Residents

Family medicine residents can now submit eConsults under the supervision of a physician supervisor. If a family medicine resident has submitted an eConsult for one of your patients, the medical resident will list you as the patient's primary care provider on the eConsult form and the eConsult will display on your eConsult dashboard. As with other clinical tasks and interactions completed by all medical residents, the most responsible provider is the medical resident's physician supervisor. The responsibility to manage and close the eConsult will remain with the medical resident and their supervising physician. Ensuring that eConsults submitted by family medicine residents display on the primary care provider's eConsult dashboard allows the primary care provider to review and, if they feel necessary, contribute to management of the eConsult.

To View submitted eConsults

To view eConsults submitted by you or by a 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