eConsult Training for Orthopedic PA/NP Provider

1. Log into your normal ambulatory department.

2. eConsult will display in the E-Consult folder of In Basket (IB). View the message.

3. Create new e-Consult encounter. Select the patient and then click “E-Consult.”
4. From the E-Consult visit navigator, review PCP’s question. Expand the PCP’s message by clicking the drop-down icon.

5. Open Progress note section and click the “Pin note to sidebar” icon.
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Viewing the note in the sidebar will allow you to write your progress note and view the PCP message at the same time.

6. Document your note and enter dot phrase of “.esign” to sign it.

7. Notify the attending /specialist via page, text or phone call that an e-consult encounter is pending to close. Please include patient’s MRN in your message.

NOTE : DO NOT FORWARD OR CLOSE THE ENCOUNTER OR IT WILL BE INACCESSIBLE TO THE ATTENDING/SPECIALIST.