



## Place an E-Consult Order

Effective Date: 06/01/2021

PURPOSE: Primary Care Providers, and in some cases specialists, can place E-Consult orders to approved specialties for help with treating patients.

E-Consults are best for focused clinical questions that can be answered by a specialist without seeing a patient in clinic. Things like next steps in a workup for a condition, whether a surgery is needed, or options for medication trials are excellent examples. Questions like 'What is the diagnosis', or 'What is the workup' are generally not good E-Consults. E-Consults also are not for logistical questions about phone numbers or how to get a patient in faster.

## Follow these steps to place an E-Consult order:

1. In the "Visit Taskbar", search "E-Consult" and hit Enter.

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2. Select the appropriate E-Consult and click **Accept**.

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Name	CMS Rate (\$)	Px Code	Туре	Summary		Pref List			
🟠 🔺 E-Consult to Urology		ECN002	E-CONSULT			AMB E-0	CONSULTS		
E-Consult to Neurology		ECN001	E-CONSULT			AMB E-0	CONSULTS		
					Select And Stay	✓ <u>A</u> ccept	× Cancel		

3. First, hit **F3** on your keyboard to expand the Comment section, then use the **F2** key to open the SmartList to select the E-Consult topic.



4. Continue using the **F2** key to complete the comment section, including adding your clinical question and how to proceed if the question can't be answered within an E-Consult visit. When all answers are complete, click **Accept**.

**Note:** There are wildcards "\*\*\*" throughout that require documentation, as well as SmartLinks to labs. If the labs haven't been drawn, please order the labs before ordering the E-Consult. Please consider all Clinical Pearls and refer to any additional reference links included in the section.



## 5. Associate and Sign your order.

Unsigned Orders new orders, reorders, and modifications After visit Procedures (1 Order)				
E-Consult to Urology Order details	°o 🍇 ☆ 🛛 Remove			
✓ Mark All Taking      ✓ Mark as Reviewed Last Reviewed     R <sub>x</sub> Click here to select a pharmacy     Associate      ✓ Edit Multiple      Providers	d by Savannah, Terry on 5/13/2015 at 10:08 AM			

- 6. The order will be sent to the specialist, and one of three dispositions will occur:
  - a. **Accepted**: Your E-Consult will be accepted and you will receive a response in the InBasket after the specialist review.
  - b. **Converted**: Your E-Consult has been deemed too complex to answer electronically, and the specialist has converted it to a referral. A referral shell is generated automatically and <u>you do not</u> <u>need to place a separate referral.</u>
  - c. **Declined**: Your E-Consult has been declined and routed back to you because the question was inappropriate or logistical, or the patient is already scheduled in the specialty clinic.