





# How to submit an eConsult/ Ambulatory Referral for SFDPH CareLink Users

Terminology:

- <u>eConsult</u>: these are referrals to specialty services that have a specialist clinician who reviews the referral. They might send for scheduling immediately, reply with additional questions before ultimately scheduling the patient, and/or provide virtual specialty care
- <u>Ambulatory referral</u>: some San Francisco Health Network services do not have clinician reviewers and requests go straight to scheduling. For those services, it will be called "ambulatory referral". Patients are scheduled on a first come, first serve basis.
- <u>Ambulatory referral to XXX (ED/ Inpatient)</u>: these referrals are meant to be used by ED/ Inpatient providers. These consults may be sent directly for scheduling or reviewed by a specialist clinician. Specialty services chose their preferred workflows.
- External (non-DPH) Referral to XXXX: this is what referrals are called if they are sent to an outside, non-San Francisco Health Network entity for services that are not available within SFHN or when a second opinion is needed.

#### Who can submit:

- Clinical Support Staff (ex. RN, MA, SW, etc.)
- Clinician (ex. MD, NP, PA)
- Clinic Coordinator
- DPH User (Staff, Providers at non-DPH sites)
- Support staff and clinical coordinators can submit on behalf of any independent clinician: (ex. MD, NP, PA). This clinician is considered the authorizing provider for the eConsult/Ambulatory Referral order.

#### Notifications about consults/ referrals

- There will not be any email notifications about eConsult/ Ambulatory Referral activity
- Referring providers will receive InBasket notifications in 2 instances
  - When there is a reply from the Specialist Reviewer to the referring provider asking for more clarification or providing treatment/management guidance
  - When a patient has been scheduled for an in-person visit/appointment





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### How to attach clinic support staff to an In-Basket

Clinic coordinators have the option to attach to providers' Inboxes to view results, eConsult responses, and notifications. This is a one-time requirement.

• The authorizing provider logs into CareLink, navigates to In Basket, and selects "Attach."



• The provider switches to the "Grant Access" tab, and enters the referral coordinator's name.



• The referral coordinator logs into CareLink, navigates to the "In Basket' tab and selects "Attach."



• On the "Attach" tab, the coordinator selects the physician(s)' In Baskets to attach to





SFDPH CareLink Fin Basket Patient List Referral Search	Upcoming Appts - My	★ ED Tasks Requests	Reporting Patient	Henu	C+ Epic Log Out
In Basket 🕨 Attach Other In Baskets					<b>9</b> 0
Attach Grant Access					
Search Options					
Persistent Attachments Add a user to the attach list:	]				
Out of Contact and Temporary Attachments					
Add a user to the attach list: بر				Ţ	Ω.
			📫 Back to I	n Basket 🖌 Save	X Cancel Changes

## How to submit an eConsult/Ambulatory Referral

**Step 1:** Login into the SFDPH Carelink system (refer to QuickStart Guide for additional guidance).

**Step 2:** Click on "Place Order" to place any type of order, including a diagnostic, eConsult or Ambulatory Referral order (See screenshot below).



If you cannot find the patient because he/she has not yet had contact with the SFDPH system, you must create a new patient chart. Please refer to the "Patient Creation" section of the QuickStart guide. Clinic coordinators from non-DPH clinics have the ability to create new patient charts.

**Step 3:** Open a patient chart. You can search your patient list using the toolbar near the top of the screen or can search among all patients who have had contact with the SFDPH system previously (see screenshot below).





ient Search							
Search My Patients							
	Name or MR	:N:				Search	
My Patients Recent		Additional	search criteria				
Abc, Test	M A Page 1 of 13	5 <b>F</b>	ABCDEFG	HIJK	LMNOPQ	R S T U V W X Y Z	Appone, Him I
Patient Name		MRN	Patient Status	Sex	DOB	Street Address	
Abc, Test		200001478	Alive	м	8/7/1991	123 STREET, MADISON WI 53719	
Adttest, Wednesday		200000016	Alive	F	7/11/1970	499 HARRISON STREET, SAN FRANCISCO CA 9	4103
		200001809	Alive	F	1/3/1990		
Advprep, Willow							

Step 4: Select a referring clinic and authorizing provider

Confirm the name of the referring clinic. Note that "Select Ordering Clinic" is defaulted for the individual who has logged into SFDPH CareLink.

Once a referring clinic is selected in the Order Entry activity, a list of providers will appear that includes all authorizing providers at that clinic. Choose the appropriate authorizing provider for the eConsult/Ambulatory Referral and click "Accept" (see screenshot below). You have the option to type the last name of the provider or scroll through the list of authorized providers.

If a provider is not on the list, please alert the clinic manager, who is responsible for keeping the clinic/department's setup up to date.

*Order Review	SnapShot	Chart Review	Care Everywhere	Results Review F	lowsheets	Allergies	Order Entry	1	2	1
🕸 Order Entry									<b>ð</b> (	Ø
Select an authoriz	ring provider 1	or this order.	Select Auth Ratanawong	norizing Provider gsa, Neda, MD	✓					





#### Step 5: Order Entry

To place a new eConsult/Ambulatory Referral, use the new Procedure lookup tool. Type in the name of the specialty service to which you are submitting a consult and then select the consult of choice (See below for step-by-step screenshots). Note that the search function is quite robust and includes eConsult/Ambulatory Referral names as well as common synonyms. For example if you type Renal or Nephrology, all available orders associated with Nephrology will appear.

• SFDPH CareLink Aome In	Rasket Patient List Referral Search Upcoming Appts - My Tasks Requests Reporting Abc. Test	
	SnapShot Chart Review Care Everywhere Results Review Flowsheets Allergies	Problem List Order Entry ••••
	☆ Order Entry	ē 0
	E Preference List ⊗ Dx Association	
	New procedure:	Cupid, Invasive Cardiologist, MD - EHS Link Group
Test Abc	Unsigned new orders (2)	
	B E-Referral to Pediatric Cardiology	× 10
Rajiv Pramanik, MD	E-Consult to Pediatric Asthma/Allergy	<i>▲</i> 10
PCP	Orders signed in this encounter (1)	
ALLERGIES	E-Consult to ZSFG Cardiology	<u>ت</u>
	Scheduling needed. Routine, Internal Referral	
8/11/2019		
Upload document		Sign Orders
Change patient		✓ sign orders





#### **Example: Nephrology**

Please make a selection					
Procedure: nephrology Search					
My Preference List Matches:					
Name	Туре	Pref List	Resulting Agencies	Cost to Org	Phase of Care
E-Consult to Laguna Honda Nephrology	E-Consult	EPICCARE LINK ORDERS			
E-Consult to ZSFG Nephrology	E-Consult	EPICCARE LINK ORDERS			
Ambulatory referral to ZSFG Nephrology (ED / Inpatient Follow-up)	E-Consult	EPICCARE LINK ORDERS			
3 records total, all records loaded.					× Cancel

**Step 6:** Answer all applicable questions. Questions with an exclamation point to their left are required. (See screenshot below)

Attachments: Lab results and/ Radiology results should be attached to consults from your native health record system. Note: The maximum file size is 20 megabytes. The following file types can be uploaded:

- PDF
- JPG/JPEG
- TIF/TIFF
- PNG
- DOC
- TXT
- HTM/HTML
- WAV
- MPG

Class: This is automatically defaulted to "Internal Referral". DO NOT change this field.

**Step 7**: Print out clinic-specific policy pages for the patient, available on the Carelink Homepage under the "Quicklinks" section (see screenshot below). Policy pages include clinic information, specialist reviewer contact information and recommendations for common consultation requests.





5 7 6 3

Welcome to SFDPH CareLink

SAN FRANCISCO PUBLIC HEALTH	Select Patient	Open Chart Review	Place Order	View Dashboards
🗹 Event Monitor 5	s	★ Quick Links		
Inpatient Notifications (1) Outpatient Notifications (3) Referral Notifications (1)		Quick Start Guide Two-Factor Authentication How to Take Telederm Pictu How to Submit an eConsult	ures t-eReferral for SFDPH CareLi	ink Users
		Test		

Once the eConsult/Ambulatory Referral questions are completed, attachments uploaded and educational pdf printed as appropriate, click "Accept" on bottom right of screen (see below). You may also cancel the order.

SEDPH CareLink Anne In Ba	sket Patient List Referral Search SnapShot Chart Review	Upcoming Appts - My Care Everywhere	✓Ξ 📑 Tasks Request Results Review	s Reporting A Flowsheets	<b>bc</b> , Test Allergies Proble:	Menu Log	
	🕸 Order Entry 🕨 Edit Ord	der					<b>ē 0</b>
	E-Consult to ZSFG	Nephrology					
Test Abc Rajiv Pramanik, MD PCP ALLERGIES Not on File		<ol> <li>What is your clinical qu symptoms and physica</li> <li>What is your preferred</li> <li>List any scheduling cor</li> </ol>	uestion? Please include I exam findings applic outcome for this spec nsiderations:	pertinent clinical h able to this consult. alty request?	Ansı istory,	Preference	
ACCESS ENDS 8/8/2019 Upload document Change patient	Attach files:	Add files 20.0 MB Total Allowed Internal Referral [41]	٩			Cater ①	Cancel

Step 8: Select an ICD10 code.

This will prompt you to enter an appropriate ICD 10 code. Quick Picks are patient-specific codes that are already attached to the patient's chart/problem list. If the quick picks do not apply to the consult/referral request, click the "Add a new diagnosis" search button to identify a more appropriate ICD10 code. You can search by diagnosis name or ICD10 code. For example, in the screenshots below, the search term is "hyperkalemia".





🔒 Dx a	association:	Quick Picks							
			Pain		R52				
		Add a new dia	agnosis:			Q			
C SEORH				×= 60	é.u	• ×			
SPUP	Please make	a selection						1	
10	hyperkalemia	Search	7						
	Search Matche	es:							0
	% I	D	Name			ICD-10 Codes		*	-
	99.9% 1	172194	Hyperkalemia			E87.5			
Test Ab Male, 27	88.8% 1	1833958	Hyperkalemia of newborn			P74.31			
MRN: 200	88.8% 1	1006822	Hyperkalemia, diminished renal excret	tion		E87.5			
	88.8% 1	172204	Hyperkalemia, transcellular shifts			E87.5		1	
	77.7% 1	172200	Acute hyperkalemia			E87.5			
Not on Fi	77.7% 1	172201	Chronic hyperkalemia			E87.5			
ACCESS E 8/8/2019	77.7% 1	1286747	Drug-induced hyperkalemia			E87.5, T50.905A			
	77.7% 1	173525	Familial hyperkalemic periodic paralys	is		G72.3			
~									-
Cha	19 records total	, all records loaded.					× Cancel	ce	1

Click "Accept" on the bottom right hand side of the screen. You will then be directed back to the Order Entry screen to sign the order.

**Step 9**: Sign the eConsult/Ambulatory Referral order (see screenshot below)

• SFDPH CareLink Rome	In Basket Patient List Referral Search Upcoming Appts - My Tasks Requests Reporting Abc, Test Menu Log Out	Epic
	SnapShot Chart Review Care Everywhere Results Review Flowsheets Allergies Problem List Order Entry	
	<sup>t</sup> ♦ Order Entry	<b>ð</b>
	E Preference List 📀 Dx Association	
	New procedure: Cupid, Invasive Cardiologist, MD - EHS	Link Group
	Unsigned new orders (1)	
	E-Consult to ZSFG Endocrinology	/ 前
Rajiv Pramanik PCP	Are you referring this patient for evaluation and/or management of diabetes? (If yes, submit consult to Diabetes Services instead.): No What is your clinical question? Please include pertinent clinical history, symptoms and physical exam findings applicable to this consult testing system What is your preferred outcome for this speciality request? In-person List any scheduling considerations: 3 weeks	
ALLERGIES Not on File	Orders signed in this encounter (1)	
ACCESS ENDS 8/14/2019	E-Consult to ZSFG Nephrology	0 🛱
	Scheduling needed. Routine, Internal Referral Please disregard status	
Upload document	↓ Sign C	Orders
Change patient		MARGANE TA





After signing the order, you will be directed back to the Order Entry screen. The order will now appear under "Orders signed in this encounter". Please disregard the scheduling comments below the documentation that the order has been signed during this encounter.

On this screen, you can also view all unsigned "draft" orders specific to the user who is logged into SFDPH CareLink (i.e. clinic coordinator). This list includes both unsigned eConsult/ Ambulatory Referral and unsigned radiology orders. (See screenshot below). If appropriate, take this opportunity to complete those draft orders.

• SFDPH CareLink Home Ir	n Basket Patient List Referral Search Upcoming Appts - My Tasks Requests Reporting Abc, Test Menu Lo	
	SnapShot Chart Review Care Everywhere Results Review Flowsheets Allergies Problem List Orde	r Entry
	Steven State Stat	• 0
	월 Preference List	
	New procedure: O	st, MD - EHS Link Group
Test Abc	Unsigned new orders (2)	
	E-Referral to Pediatric Cardiology     Unsigned "draft" orders	💉 🗇
Rajiv Pramanik, MD PCP	E-Consult to Pediatric Asthma/Allergy Orders signed in this encounter (1)	× 1
ALLERGIES Not on File	E-Consult to ZSFG Cardiology Scheduling needed, Routine, Internal Referral	0 🛱
ACCESS ENDS 8/11/2019		
Upload document		Sign Orders
Change patient		





## How to view all prior patient consult/ referral and diagnostic orders

In a patient's chart, click "Order Review" located under the tab with three white dots (referring to additional options). See screenshot below.

• SFDPH CareLink Ame In	Basket Patient List	Referral Search Upcoming Appts -	- My Tasks Requests Reporting	L × Abc, Test Menu	
	SnapShot	Chart Review Care Everywhere	e Results Review Flowsheets	Allergies Order Review	
Test Abc	Siew Order Rev	Clinical Review SnapShot Chart Review Care Everywhere Results Review	Care Management Care Gaps Assessments Care Team Care Plan	Orders Order Entry Order Review Referrals Referral by Member	K7 7 0
Rajiv Pramanik, MD PCP	Order Nam     E-Consult	Flowsheets Allergies Problem List Medications	Patient Profile Demographics Patient Chart Advisories Documents	Scheduling Upcoming Appointments	pt Status pointment Needed
ALLERGIES Not on File ACCESS ENDS	E-Consult E-Consult	Patient Goals Histories Face Sheet Growth Charte	Misc. Reports Coverages & Benefits		pointment Needed
8/11/2019 Upload document Change patient	E-Consult		, icire interne conoroity	er opparing – oppromissionalise	pointment Needed

This brings you to the Order Review page for this specific patient. You can view all prior orders placed for this patient in the last month. Click on the Order Name to view eConsult/ Ambulatory Referral details. If you need to view a consult older than a month, you can update the date parameters. You can also filter by authorizing provider. Please disregard the Appointment status on the far-right column, as these data are erroneous. Details about a patient's scheduling status will be communicated via an In Basket message to the authorizing provider.

SEDPH CareLink Rome In Bar	sket Patient List Referral Search Upcor SnapShot Chart Review Care	ming Appts - My Everywhere R	Tasks Request Review	E Reporting Abc. Test Flowsheets Allergies	Problem List Order	Co Cut Review
	Secondar Review					6 🖶 🖸
		From: 4/17	7/2019 🕅	To: 5/17/201	9	
	Authoriz	ting provider: Any	/	▼ Only m	y orders Search	se disregard status
	I View Order Report ④ Schedule Ord	lers Kancel Ord	ders			₽.
	Order Name	Order Date 🔻	Order Status	Authorizing Provider	Ordering User	Appt Status
Rajiv Pramanik	E-Consult to ZSFG Nephrology	05/17/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Needed
РСР	E-Consult to ZSFG Cardiology	05/13/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Needed
ALLERGIES Not on File	E-Consult to ZSFG Nephrology	05/13/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Needed
ACCESS ENDS	E-Consult to ZSFG Nephrology	05/10/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Needed
0/14/2019	E-Consult to ZSFG Endocrinology	05/09/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Needed
	E-Consult to ZSFG Nephrology	05/07/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Needed
Upload document						
Change patient						





To see details of that eConsult/Ambulatory Referral, select the order of choice. You will see the answers to the order questions.

Home In B	isket Patient List Referral Search Upcoming Appts - My SnapShot Chart Review Care Everywhere	Tasks Requests Results Review Flo	Reporting Abc, Test wsheets Allergies	Menu Order Review	Log Out
$\overline{0}$	☆ Order Review				53 <b>e</b> (
st Abc	【 Cancel Order				
	Dph Link Coordinator Documentation Attached Progress Notes Lest response				5/8/2019 1:44 PM
Rajiv Pramanik, MD PCP	Andy Parrish to Dph Link Coordinator Attached Progress Notes Sample response from the triaging Nephrologis	st.			5/8/2019 1:47 PM
eRGIES on File	Documentation				5/14/2019 10:04 AM
ESS ENDS L/2019	Question Clinical question: Preferred outcome:	Answer Test No Preference	Comment		
Upload document	Scheduling considerations:	2 weeks			
Change patient					<ul> <li>Back to Order Review</li> </ul>

To submit additional orders for the same patient click "Order Entry".







*Order Review	. SnapShot	Chart Review	Care Everywhere	Results Review Flo	wsheets Allergies	Order Entry	
Order Entre	у						ē 0
Select an autho	rizing provider	for this order.	o M Select Auth	norizing Provider	ŀ		
			Ratanawon	gsa, Neda, MD	~		
				✓ F	Accept		

To submit an eConsult/ Ambulatory Referral for a different patient click the X located next to the patients name (see screenshot below).



You will then be re-directed to the main SFDPH CareLink homepage where you can select "Place Order" to place an eConsult/Ambulatory Referral for a different patient.







#### How to view In-Basket responses

An eConsult folder will appear once a Specialist Reviewer responds to an eConsult. Each row in the eConsult Inbasket folder represents a unique eConsult encounter. It identifies on who is responsible for next steps, specialist response date/time, specialist name and to whom the eConsult was submitted (See screenshot below).

Responsibility for the consult is denoted by the "responsibility ball" in the second column of this queue. The presence of a responsibility ball indicates that the provider whose Inbasket is being viewed is the person who is responsible for next steps. If the "responsibility ball" is missing, then the response is an FYI from the Specialist Reviewer. The Specialist has sent the same response to a different clinician (likely a different specialist) who has the responsibility to respond.

- Brand new dialogue is listed as "New" and is bolded.
- The presence of a green ball icon denotes that you are responsible for taking action on the eConsult dialogue.

		erral Search	Upcoming Ap	opts - My	vz= ∎ Tasks Req	uests R	eporting	Patient		Menu Log Out	Epi
My In Basket My M	essages 🕨 E	-Consults								R M	<b>†</b>
E Consults E ED Notifications (5)	g Refresh	X Done	✓ Complete	D QuickNote	+ Take	ې Search	l⊈ Sort	Properties			
Inpatient Notifications (511)	rity Responsib	pility/Baton	Status	Sent Date V	Sent Time	Fro	m	Department	Patient	Procedure	
Outpatient Notifications (10		esponsibility	Read	05/16/2019	2:53 PM	And	dy Parrish	Primary Care	Abc, Test	E-Consult to ZSFG Cardiology	
Pt Status Notifications (1)			Read	05/16/2019	2:49 PM	And	dy Parrish	Primary Care	Abc, Test	E-Consult to ZSFG Nephrology	
Result Notifications (57)		esponsibility	Read	05/08/2019	1:47 PM	And	dy Parrish	Nephrology	Abc, Test	E-Consult to ZSFG Nephrology	
E-Con	sults									Му	Messa
	Counts	New 0		<u>Total</u> 3							
	Legend	1	High Priority Low Priority Critical			•		Work Assigned To Yo Work Taken By You (0 Work Assigned To Yo	u Click icon to put l ur Pool (Click ico	back) in to take)	
My In Basket			Abnormal					Work Taken By Other	s (Click icon to ta	ake)	
Attached In Baskets (1)		+! (c)	Previous Abno	ormal							

Click a consult to review Specialist Reviewer's response





- The "Scheduling Information" section includes information about scheduling status. "Decision: Accept" means that the consult has been sent to a scheduling work queue. "Decision: None" means that the consult has NOT been sent for scheduling.
- The "Appointments for this order" section includes information about the patient's appointment. If an appointment has been made the date & time will appear. If an appointment has not yet been made the following will appear- No orders to display.
- The "Message" section includes all back-and-forth dialogue between the referring provider and the specialist reviewer.
- The "Order Questions" section includes the original eConsult questions and answers to any questions that were included on the original submission form.

		onsults							5 A 1
sages ults (1) iient Notifications (18   Message	New Msg Refresh D	X Done	Close E- Consult	ke QuickNote	Search	Sort Properties			
	Priority Responsibility/Baton	Status	Sent Date ▼ Ser	t Time From		Department	Patient	Pt Age	Procedure
		Pend	10/30/2019 8:10 10/02/2019 8:43	) PM Physician Epicca A M Shelley Escalera	re Link, MD	DPH Carelink 1 Moreland		30 y.o.	E-Consult to Tuberculosis Clinic
	6	New	10/02/2019 8:4	2 AM Shelley Escalera		Family Health Center		41 y.o.	E-Consult to Tuberculosis Clinic
	Decision: None Priority:								
<i>ili</i>	Comments:								
	Appointments for this	is Order							
	Appointmento for an				_				
7	New to E-Consults in Epi Scheduling Information Decision: None Priority: Schedule by Date: Comments: Appointments for this	is Order	down for hov	v to use.					

• The "tips on how to reply to an eConsult" section is at the bottom of the screen.

, message											
Physician Epiccare Link, MD 📞 to P TUBERCULOSIS CLIN	ician Epiccare Link, MD 📞 to P TUBERCULOSIS CLINIC E-CONSULT										
🖹 Order Questions											
Question	Answer	Comment									
Is this patient from an SFHN primary care clinic?	Yes										
Criteria	Yes										
Brief clinical question / indication:	n										
Preferred outcome:	No Preference										

It is helpful to review the patient's chart before determining which action to take. You can view selected components of the patient chart relatively easily, using the In Basket buttons. These buttons include:

Last Updated: 10/20/2021





- Visit summary: Information about the clinic visit when the eConsult was generated
- Patient info: recent outpatient visits and care team information
- Meds/Problems: active medications, problems and allergies
- Vitals/Labs: most recent vitals and lab results

### How to respond to a specialist reviewer

Step 1: Click QuickNote (see below)

Note that the response from the Specialist Reviewer will not appear after you select Quick Note.

Recommendation: Copy and paste Specialist response into the Quick Note response box. We also recommend that you delete the text that you copied/pasted before completing your consultative response. Otherwise, this will be listed twice for the specialist reviewer.







#### Quick Note

	Patient na	ime:	SUMNER, ELIZABETH		
	Visit d	late:	2/18/2019		
					Sensitive
Note: this mod	k-up is subject t	to vi	sual changes.		^
					~
Add Recipien	t				Priority:
Add Recipien	t		Q		Priority:
Add Recipien	t ANDERSON, STEVEN	1 [997(	) Add Sender		Priority: OHigh ®Routine
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Add Recipient Recipient Sender:	t ANDERSON, STEVEN	I [997( ANDI SHAV	Image: Constraint of the second sec	^	Priority: High Routine Low
Add Recipient Recipient Sender:	t ANDERSON, STEVEN	I [997( ANDI SHAV	)] Add Sender RSON, STEVEN [9970] V, ERIC [16578]	*	Priority: High Routine Low Remove Remove All
Recipient List	t ANDERSON, STEVEN Forward Notes to: bility will be sent to: A	ANDI SHAV		* [	Priority: High Routine Low Remove Remove All
Recipient List	t ANDERSON, STEVEN	I [997( ANDI SHAV	Add Sender           RSON, STEVEN [9970]           V, ERIC [16578]           SON, STEVEN [9970]	- -	Priority: High Routine Low Remove Remove All

#### Step 2: Add response

**Step 3:** Manually add the eConsult pool. In the "Add recipient" section, add "P e-consult pool" to route the consult/ referral to the Specialty pool to be reviewed.

#### How to close an eConsult

Close the encounter using the "Close E-Consult" button (see below). We recommend closing eConsults when the dialogue is complete and no further recommendations are needed. However, remember that eConsults cannot be re-opened once they are closed. This is why we recommend keeping unresolved consults open so that they can be easily routed back to Reviewing Specialist for review and/or scheduling as needed. Note that all eConsults can be found within a patient's chart.

Click the "Close E-Consult" button to close the consult and the consult will drop out of your In Basket.

SFDPH CareLink	Basket Patient Lis	Referral Search	Upcoming Appts - My	<b></b> Dashboards	<b>Q</b> Patient			E Menu	C+ Epito
My In Basket	My Message	s 🕨 E-Consult	S						53 <b>ē 0</b>
My Messages     E-Consults (1)     Inpatient Notifications (1)     Consult vision (1)	New Msg F	C X Refresh Done	Close E- Consult	🗊 QuickNote	ې Search	<b>u</b> Sort	Properties		





# Searching patient charts for old eConsults/Ambulatory Referrals

The best way to find a closed eConsult (or an open eConsult for which you are waiting for a specialist response) is to navigate to Chart Review and the Encounters tab. You can then use the Chart Search feature (See screenshot below).

• SFDPH CareLink Home In B	asket Patier	4 First Referral Sea	rch Upc	oming Appts - My	Tasks	F1 Requests Re	<b>Sill</b> porting	<b>)</b> × Abc, Test		Menu	C+ Log Out	Epic
	SnapSho	t Chart Revie	w Ca	re Everywhere	Results R	eview Flow	/sheets	Allergies	Problem	List )	<b>Medications</b>	
	🕸 Char	t Review - Loade	d: 9, Filtere	d count: 9				Search Ch	art		P 23	<b>ð</b> 0
	Encount	ers Notes L	abs Me	ds Imaging	Card Enc	Procedures (1997)	Media	Letters	Referrals	Episod	es	
	🗏 Start R	eview 📿 Refresh	Enco	ounter Flowsheet	Filters	- 🗸 Defaul	lt filter					
Test Abc	Filters: Def	ault filter										
		When <b>v</b>	Т	уре		With			Descrip	otion		A
	Recent Vis	sits										
Rajiv Pramanik, MD PCP		05/13/2019	E E	-Consult Commu	nity Order	Fam Med						
ALLERGIES		05/13/2019	🖹 E	-Consult Commu	nity Order	Fam Med						
Not on File		05/10/2019	Ē E	-Consult Commu	nity Order	Fam Med						
ACCESS ENDS 8/11/2019		05/09/2019	Ē	-Consult Commu	nity Order	Fam Med						
		05/08/2019	Ē	-Consult		Nephrolog	gy - Parrisł	n, A	Pain (Pr	rimary Dx)		
1 Upload document		05/07/2019	Ē	-Consult Commu	nity Order	Fam Med						
Change patient		05/02/2019	<b>3</b> A	dmission (Currer	t)	Surgery, P	,					•





## How to track whether an eConsult has been sent for scheduling

In the patient's chart there are two sections where you can view

- 1. If a consult has been sent for scheduling
- 2. Scheduling comments by the Specialist Reviewer
- 3. If an appointment has been made

### Under the "Referrals" tab

1. Under "chart review" click the consult/ referral you would like to view:

SFDPH CareLink	et Patient List Referral Search Upcoming Appts - My Dashboards Menu	C+
	SnapShot Chart Review Care Everywhere Results Review Flowsheets Allergies Problem List Medications	
	* Chart Review - Loaded: 12 Search Chart	P 23 🖶 🖲
	Encounters Notes Labs Meds Imaging Card Enc Procedures Media Letters Referrals Episodes Other Orders	s LDAs
	🗄 Start Review 🕃 Refresh 🔻 Filters 👻 🔲 Hide Denied	
	Date To To Status Diagnosis Procedure F	From Provider
Np Family Medicine, NP	11/15/2019     PEND Acute coronary artery obstruction without E-Consult to ZSFG Endocrinology E     MI (CMS/HCC)     P	Epiccare Link, Physician, MD
ALLERGIES	Image: Interpretation of the second secon	Epiccare Link, Physician, MD

2. Scroll to the bottom and click "E-Consult to XXX"

	SnapShot Chart Review	Care Everywhere	Results Review	Flowsheets	Allergies	Problem List	Medications			
	🕸 Chart Review - Refer	rals 🕨 Report Viewe	r						53 <b>e</b>	G
				00,20,20				,		Ţ
	Visits Requested 1	Visits Authorize 1	d	Visits Con	npleted	V	isits Scheduled			
	Procedure Information	n								1
Np Family Medicine, NP PCP	Procedure ECON1037 - E-Consult to ZSF Endocrinology	Modifiers G None	Revenue Code None	Pro	ovider	Reque 1	ested	Approved 1		
ALLERGIES	Diagnosis Information	1								1
SOCIAL DETERMINANTS	Diagnosis I24.0 (ICD-10-CM) - Acute co	ronary artery obstruction with	out MI (CMS/HCC)							
卷 品 🗅 🔿	Referral Order									1
11 🔿 🖌 💼	Order	logy (Order # 1100245) on 11	/15/2010							
Ø 🗅 🗸	View Encounter	logy (older # 1199245) on 11	/13/2019							
Upload document										
Change patient									🗲 Ba	ck

If an appointment has been made the scheduling decision will be listed as "Accept" and the date/time of the appointments will be listed.





- C 2 # M C		p -	嵋
Appointments for this Order			1
The following appointment has been made for this order	2		
12/13/2019 3:20 PM - 20 min Floria Chi, MD	Dph Pc Medical Maxine Hall Hc		
Decision: Accept Priority: Routine			
Priority: Routine			
Schedule by Date: 12/14/2019			
Comments:			
Ge E-Consult to ≈			

If an appointment has not yet been made but has been sent to scheduling by the specialist reviewer, the scheduling decision will be listed as "Accept" and any scheduling comments made by the specialist reviewer will be available. There will be no appointments information yet.

If the consult/ referral has not yet been sent for scheduling the "Appointments for this Order" will display- No orders to display and the "Scheduling Information" section will display- Decision: None.

Appointments for this Order	
No orders to display.	
G Scheduling Information ☆	
Decision: None Priority: Routine Cabadity by Detay	
Comments:	
Ge E-Consult to ⊗	





# Under the "Other Orders" Tab

If an appointment has been made the scheduling decision will be listed as "Accept" and the date/time of the appointments will be listed.

1. Under "chart review" click the consult/ referral you would like to view:

SFDPH CareLink Rome In Bas	sket Patient List Referral Se	arch Upcoming Appts - My	Dashboards			Menu Log Out	
	SnapShot Chart Rev	iew Care Everywhere	Results Review Flows	heets Allergies	Problem List Me	edications	
	& Chart Review - Loa	ded: 30			Search Chart	P 🖸 🖗 🖉	
	Encounters Notes	Labs Meds Imaging C	Card Enc Procedures	Media Letters	Referrals Episodes	Other Orders LDAs	
	☑ Start Review ⑦ Refresh						
	Date 🛛	Description		Abnormal?	Status A	Auth Provider	
	11/15/2019	E-Consult to ZSFG Endocrinol	logy		Active - Future F	Physician Epiccare Link, MD	
Np Family Medicine, NP	11/04/2019	E-Consult to Pediatric Asthma	a/Allergy		Active - Future F	Physician Epiccare Link, MD	

If an appointment has been made the scheduling decision will be listed as "Accept" and the date/time of the appointments will be listed.

🚍 🖬 🗡	• 🖻
217	
Dph Pc Medical Maxine Hall Hc	
	er: Dph Pc Medical Maxine Hall Hc

If an appointment has not yet been made but has been sent to scheduling by the specialist reviewer, the scheduling decision will be listed as "Accept" and any scheduling comments made by the specialist reviewer will be available. There will be no appointments information yet.

If the consult/ referral has not yet been sent for scheduling the "Appointments for this Order will display- No orders to display and the "Scheduling Information" section will display- Decision: None.





Appointments for this Order

No orders to display.

□ Scheduling Information

Decision: None Priority: Routine Schedule by Date: Comments:

ಢ E-Consult to 😞