





# 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





# **Table of Contents**

- 1) How to attach clinic support staff to an In-Basket
- 2) How to submit an eConsult/Ambulatory Referral
- 3) How to view all prior patient consult/ referral and diagnostic orders
- 4) How to view In-Basket responses
- 5) How to respond to a specialist reviewer
- 6) How to close an eConsult
- 7) Searching patient charts for old eConsults/Ambulatory Referrals
- 8) How to track whether an eConsult has been sent for scheduling





### 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 In Basket Patient List Referral Search	Upcoming Appts - My	✓Ξ 🖬 Tasks Requests	Reporting Patient	E Menu	C+ Epic Log Out
In Basket 🕨 Attach Other In Baskets					<b>ē</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:				J.	£
			📫 Back to In	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).





tient Search						ę
Search My Patients						
Name or	MRN:				♀ Search	
My Patients Recent		A R C D E E G	UTIV		R S T U V W X Y Z	Appone, Him Di
Patient Name	MRN	Patient Status		DOB	Street Address	Appone, Ann D
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 94103	
Advprep, Willow	200001809	Alive	F	1/3/1990		

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	Flowsheets	Allergies	Order Entry	Million and Million
🕸 Order Entr	ry							<b>ē</b> 0
Select an autho	rizing provider	for this order.	Cherry course	norizing Provider	<u>}</u>			
			Katanawong	gsa, Neda, MD	✓ Accept			





#### 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 Home Ir	Basket 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	
	New procedure:	Cupid, Invasive Cardiologist, MD - EHS Link Group
Test Abc	Unsigned new orders (2)	
	E-Referral to Pediatric Cardiology	<i>▲</i> 10
Rajiv Pramanik, MD PCP	<ul> <li>E-Consult to Pediatric Asthma/Allergy</li> <li>Orders signed in this encounter (1)</li> </ul>	1
ALLERGIES	E-Consult to ZSFG Cardiology	() fi
Not on File	Scheduling needed. Routine, Internal Referral	0 1
ACCESS ENDS 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

	Select Patient	Open Chart Review	Place Order	View Dashboards
Event Monitor 5	s	\star 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		ink Users

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		s Reporting Abo	e, Test Illergies Problem List	Menu Log O Order Entry	
	🕸 Order Entry 🕨 Edit Ord	der					<b>ē</b> 0
	E-Consult to ZSFG	Nephrology					
Test Abc Rajiv Pramanik, MD PCP ALLERGIES Not on File	Questions:	<ol> <li>What is your clinical qu symptoms and physica</li> <li>What is your preferred</li> <li>List any scheduling con</li> </ol>	I exam findings applica outcome for this speci	ble to this consult.	Answer tory,	nce 💌	
ACCESS ENDS 8/8/2019 Upload document	Attach files:	Add files 20.0 MB Total Allowed Internal Referral [41]	٩		0 File	<ul> <li>Accept</li> </ul>	₽ , × 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".





		L								
🔒 Dx a	association:	Quick Picks								
			Pain		R52					
		Add a new dia	agnosis:			P				
Martin .	· · · ·				٤.	• ×	=	A	3 63	1
SFDPH	Please make	a selection		Yz Fi	2.0		_		79	ic
	hyperkalemia	Search /	<b>-</b>						••	
	Search Matche									0
		D	Name			ICD-10 Codes			*	-
	99.9% 1	172194	Hyperkalemia			E87.5				
Test Ab	88.8% 1	1833958	Hyperkalemia of newborn			P74.31				
MRN: 200	88.8% 1	1006822	Hyperkalemia, diminished renal excretion			E87.5				
	88.8% 1	172204	Hyperkalemia, transcellular shifts			E87.5				
		172200	Acute hyperkalemia			E87.5				
ALLERGIE Not on Fi		172201	Chronic hyperkalemia			E87.5				
ACCESS E 8/8/2019		1286747	Drug-induced hyperkalemia			E87.5, T50.905A				
0,0,2020		173525	Familial hyperkalemic periodic paralysis			G72.3				
							_		-	-
1 Uple		, all records loaded.					-	× Cancel	cel	
Cilla										

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 Hom		Epic
	SnapShot Chart Review Care Everywhere Results Review Flowsheets Allergies Problem List Order Entry	<b>†</b> 0
0	E Preference List O Dx Association  New procedure:  Unsigned new orders (1)	Link Group
Rajiv Pramanik PCP	E-Consult to ZSFG Endocrinology     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 specialty request? In-person     List any scheduling considerations: 3 weeks	1
ACCESS ENDS	Orders signed in this encounter (1) E-Consult to ZSFG Nephrology	0 🖬
8/14/2019 Upload document Change patient	Scheduling needed. Routine, Internal Referral Please disregard status	Orders





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 Ame In	n Basket Patient List Referral Search Upcoming Appts - My Tasks Requests Reporting Abc, Test Menu	
A A A A A A A A A A A A A A A A A A A	SnapShot Chart Review Care Everywhere Results Review Flowsheets Allergies Problem List Or	der Entry
	☆ Order Entry	• •
G	E Preference List 🙆 Dx Association	
	New procedure: O Cupid, Invasive Cardiolo	ogist, 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 1
ALLERGIES Not on File	E-Consult to ZSFG Cardiology Scheduling needed. Routine, Internal Referral	<ol> <li>① </li> </ol>
ACCESS ENDS 8/11/2019		
Upload document		Sign Orders
Change patient		Sign Orders





## 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.

	SnapShot C	hart Review Care Everywhe	re Results Review Flowsheets	Allergies Order Review	
	☆ Order Rev	Clinical Review	Care Management	Orders	53 <b>@ 0</b>
		SnapShot	Care Gaps	Order Entry	
		Chart Review	Assessments	Order Review	
		Care Everywhere	Care Team	Referrals	
st Abc	月 View Order R	Results Review	Care Plan	Referral by Member	
		Flowsheets	Patient Profile	Scheduling	
	Order Nan	Allergies	Demographics	Upcoming Appointments	pt Status
Rajiv Pramanik, MD	E-Consult	Problem List	Patient Chart Advisories		pointment Needed
PCP		Medications	Documents		
ERGIES	E-Consult	Patient Goals	Misc. Reports		pointment Needed
t on File	E-Consult	Histories	Coverages & Benefits		pointment Needed
CESS ENDS	E-Consult	Face Sheet Growth Charts			pointment Needed
/11/2019	E-Consult L	- cor o ricpinology - oororre	szo neme imasire esisiologi	oc capiarino — opri cinic coorainata	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.

SFDPH CareLink Rome In		ing Appts - My verywhere R	and the second	End         Second	Problem List Orde	Co Cot Log Out
	Stress Order Review					🚹 🖸 🖶 🕼
		From: 4/17	7/2019 🕅	To: 5/17/20		
	Authorizir	ng provider: Any	1	▼ Only r	my orders Search	ase disregard status
	E View Order Report ④ Schedule Orde	rs 🛛 🐔 Cancel Ord	ders			J.
	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 Neede
е РСР	E-Consult to ZSFG Cardiology	05/13/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Neede
ALLERGIES Not on File	E-Consult to ZSFG Nephrology	05/13/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Neede
ACCESS ENDS	E-Consult to ZSFG Nephrology	05/10/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Neede
8/14/2019	E-Consult to ZSFG Endocrinology	05/09/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Neede
	E-Consult to ZSFG Nephrology	05/07/2019	Active	Invasive Cardiologist Cupid, MD	Dph Link Coordinator	Appointment Neede
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.

	sket Patient List Referral Search Upcoming Appts - My		Reporting Abc, Test		G→ Epik og Out
	SnapShot Chart Review Care Everywhere	Results Review Flo	wsheets Allergies	Order Review	
	🕸 Order Review 🕨 Order Report				四 會 6
	🐮 Cancel Order				
st Abc	G E-Consult to Dph Link Coordinator 🚿	V.			
	Dph Link Coordinator Documentation Attached Progress Notes Itest 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 Nephrolog	jist.		5/8	/2019 1:47 PM
ERGIES on File	Documentation			5/14/	2019 10:04 AM
ESS ENDS 1/2019	Order Questions     Question	Answer	Comment		
1/2013	Clinical question: Preferred outcome:	Test No Preference			
	Scheduling considerations:	2 weeks			
Upload document				4 B:	ck to Order Review
Change patient				- Do	er to order heriew

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







*Order Review	SnapShot 'Y	Chart Review	Care Everywhere	Results Review Flowsheets	Allergies Order Entry	
Select an autho	rizing provider	for this order.		orizing Provider		

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.

My In Basket	My Moss		Conculto							5.7 ( 2.7	ē (
wy in basket	My Messa	iges E	-Consults							R.H.	9 (
My Messages	n pr	C	×	~	B	+	° ₽	9			
E-Consults ED Notifications (5)	New Msg	Refresh	Done	Complete	QuickNote	Take Se	arch Sort	Properties			
Inpatient Notifications (511)	Priority	Responsib	ility/Baton	Status	Sent Date 🔻	Sent Time	From	Department	Patient	Procedure	
Outpatient Notifications (10	0		esponsibility	Read	05/16/2019	2:53 PM	Andy Parrish	Primary Care	Abc, Test	E-Consult to ZSFG Cardiology	
Pt Status Notifications (1)	(77)			Read	05/16/2019	2:49 PM	Andy Parrish	Primary Care	Abc, Test	E-Consult to ZSFG Nephrology	
				Nedu	03/10/2015	21421141	Anay Parrian		Abe, rest	E-consult to zor o rephrology	
			esponsibility		05/08/2019	1:47 PM	Andy Parrish	Nephrology	Abc, Test	E-Consult to ZSFG Nephrology	
			esponsibility							E-Consult to ZSFG Nephrology	Mess
		s	New		05/08/2019 Total				Abc, Test	E-Consult to ZSFG Nephrology	Messa
		Counts	New	Read High Priority Low Priority Critical	05/08/2019 Total		Andy Parrish	Nephrology Work Assigned To Yo Work Taken By You ( Work Assigned To Yo	Abc, Test u Lick icon to put i ur Pool (Click ico	E-Consult to ZSFG Nephrology My N back) n to take)	
Result Notifications (57)		Counts	New 0	Read High Priority Low Priority	05/08/2019 <u>Total</u> 3		Andy Parrish	Nephrology Work Assigned To Yo Work Taken By You (t	Abc, Test u Lick icon to put i ur Pool (Click ico	E-Consult to ZSFG Nephrology My N back) n to take)	

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.

⁄ly In Basket	My Messages 🕨 E-Co	onsults						23 1
My Messages E-Consults (1) Outpatient Notifications (18 Referral Message	New Msg Refresh E	X Done	Close E- Consult	+ Take	QuickNote Search			
	Priority Responsibility/Baton		Sent Date V			Department	Patient	Procedure
	<ul> <li>♥?</li> <li>Ø?</li> </ul>			8:10 PM 8:43 AM	Physician Epiccare Link, MD Shelley Escalera	DPH Carelink 1 Moreland Family Health Center		 E-Consult to Tuberculosis Clinic E-Consult to Tuberculosis Clinic
				8:42 AM	Shelley Escalera	Family Health Center		E-Consult to Tuberculosis Clinic
	New to E-Consults in Ep			now to u	se.			
	Scheduling Inform Decision: None Priority:			now to u	se.			
	Scheduling Inform			now to u	se.			
	C Scheduling Inform Decision: None Priority: Schedule by Date:	ation «		now to us	se.			
	Scheduling Inform     Decision: None     Priority:     Schedule by Date:     Comments:	ation «		now to us	se.			

• 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 CLINIC E-CONSULT 10/30/2019 8:10							
🖹 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 name: SUMNER, ELIZABET	н
Visit date: 2/18/2019	
	Sensitive
Note: this mock-up is subject to visual changes.	Â
	<b>*</b>
Add Recipient	Priority:
Recipient:	O OHigh
Sender: ANDERSON, STEVEN [9970] Add Sender	Routine
	OLow
-Recipient List	
Forward Notes to: ANDERSON, STEVEN [997	701 A Remove
SHAW, ERIC [16578]	
SHAW, ERIC [16578]	✓ Remove All
Responsibility will be sent to: ANDERSON, STEVEN [9970	

#### 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	In Basket Patient L	ist Referral Searc	Upcoming App	ıts - My	<b></b> Dashboards	2 Patient			E Menu	C+ Log Out
My In Basket	My Messag	es 🕨 E-Consu	ts							53 <b>ē 0</b>
My Messages     E-Consults (1)     Inpatient Notifications (1	) New Msg	C X Refresh Done	Close E- Consult	+ . Take	🗊 QuickNote	ې Search	5 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	Basket Patie	nt List Referral Sea	rch Uj	coming Appts - My	Tasks		<b>fill</b> porting Al	9 × pc, Test		Henu Log	
	SnapSho	ot Chart Revie	w	Care Everywhere	Results Re	eview Flow	sheets	Allergies	Problem	List Medic	ations •••
	🕸 Cha	rt Review - Loade	d: 9, Filte	red count: 9				Search Ch	art	ړ	0 🐨 🖓 🖗
	Encoun	ters Notes La	ibs N	1eds Ima <mark>g</mark> ing	Card Enc	Procedures (1997)	Media	Letters	Referrals	Episodes	
	🗏 Start	Review 📿 Refresh	🌐 En	counter Flowsheets	<b>T</b> Filters	- 🗸 Default	t filter				
Test Abc	Filters: De	fault filter									
		When <b>v</b>		Туре		With			Descrip	tion	
	Recent V	isits									
Rajiv Pramanik, MD PCP		05/13/2019	Ē	E-Consult Commu	nity Order	Fam Med					
ALLERGIES		05/13/2019	Ē	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	E-Consult Commu	nity Order	Fam Med					
		05/08/2019		E-Consult		Nephrolog	gy - Parrish,	A	Pain (Pr	rimary Dx)	
Upload document		05/07/2019	Ē	E-Consult Commu	nity Order	Fam Med					
Change patient		05/02/2019	3	Admission (Curren	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:

Home In Ba	sket Patient List Referral Search Upcoming Appts		Men	u Log Out
IN THE REAL	SnapShot Chart Review Care Everywh	ere Results Review Flowsheets Allergies	Problem List Medications	
	Schart Review - Loaded: 12		Search Chart	
	Encounters Notes Labs Meds Imag	ing Card Enc Procedures Media Letters	Referrals Episodes Other Or	ders LDAs
	🗏 Start Review 🤁 Refresh 🔻 Filters 🔹 🗌	Hide Denied		
	Date To To Specialty v Provider	Status Diagnosis	Procedure	From Provider
Np Family Medicine,	☑ 11/15/2019	PEND Acute coronary artery obstruction without MI (CMS/HCC)	E-Consult to ZSFG Endocrinology	Epiccare Link, Physician, MD
PCP PCP	11/04/2019	PEND Acute coronary artery obstruction without	E-Consult to Pediatric Asthma/Allergy	Epiccare Link,

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 Viewei	r						53 <b>e</b>	6
				00,20,20				,		T
	Visits Requested 1	Visits Authorize 1	d	Visits Con	npleted	V	/isits Scheduled			
	Procedure Informatio	n								1
Np Family Medicine, NP PCP	Procedure ECON1037 - E-Consult to ZS Endocrinology	Modifiers FG None	Revenue Code None	Pro	ovider	Reque 1	ested	Approved 1		
ALLERGIES	Diagnosis Information	n								1
No Known Allergies	Diagnosis I24.0 (ICD-10-CM) - Acute co	pronary artery obstruction with	out MI (CMS/HCC)							
🚸 🗄 🖴 😞	Referral Order									1
11 🖨 🗲 🖷	Order E-Consult to ZSEG Endocrino	logy (Order # 1199245) on 11	/15/2019							
× 12 -	View Encounter									
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 *		p -	嵋
Appointments for this Order			1
The following appointment has been made for this order			
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:			
⊊ 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.
Scheduling Information
Decision: None Priority: Routine
Schedule by Date:
Ģ 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 Ba:	sket Patient List Referral Sea		Allergies	Problem List M	Menu Log Out
	Chart Review - Load			Search Chart	
	Encounters Notes	.abs Meds Imaging Card Enc Procedures Media n ⊞ Lab Flowsheets ▼ Filters →	a Letters Re	eferrals Episode	s Other Orders LDAs
	Date v	Description	Abnormal?	Status	Auth Provider
	11/15/2019	E-Consult to ZSFG Endocrinology		Active - Future	Physician Epiccare Link, MD
Np Family Medicine, NP	11/04/2019	E-Consult to Pediatric Asthma/Allergy		Active - Future	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.

	s -	- 63
Appointments for this Order		
The following appointment has been made for this order:		
12/13/2019 3:20 PM - 20 min Floria Chi, MD Dph Pc Medical Maxine Hall Hc		
Decision: Accept Priority: Routine Schedule by Date 12(14/2010		
Schedule by Date: 12/14/2019		

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 😞