

eConsult (Store and Forward) Reference Guide

SPECIALIST

Service Desk 204-940-8500 Option 4, Option 1 or toll-free 1-866-999-9698 Option 4, Option 1



- We recommend using Microsoft Edge or Google Chrome (Internet Explorer is no longer compatible with the iScheduler application).
- Due to the potential security and privacy risks associated with the TikTok app, you must delete the app from your work or personal device prior to using eConsult on that device.

Notification and Login

- 1 When an eConsult is created in iScheduler you will receive this email notification.
- 2 Click on the link below and login to view the eConsult. https://schedule.mbtelehealth.ca

MBTelehealth - Store & Forward Notification - 4413 This message is to notify you that a new Store and Forward record has been created for your review. Please go to schedule.mbtelehealth.ca and login

Home Page

The Home page is the initial screen that all users see. From this screen you will be able to view new (current) eConsults and closed (completed) eConsults.



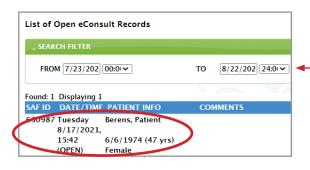
to view the record

View Open eConsults -

Click **View** to display the list of open eConsults.



2 Click on the eConsult to open it.



 It may take up to 30 seconds for the eConsults to appear when changing the dates.

3 Click on the tabs to review the information from the provider.



1 You will see all records for all specialties that are associated with your site.

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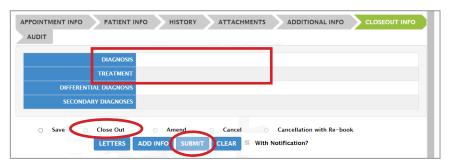
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Closeout Info -

1 Click on the Closeout Info tab and enter your Diagnosis and Treatment recommendations in the appropriate fields.



2 Select Close Out and click Submit.



To save your response and come back to it at a later time, select **Save** and click **submit**.

On close out, a billing notification will automatically be sent to the fax number provided by the specialist which includes the following information:

- Patient Information
- Date Completed
- Diagnosis

- Referring Provider Information
- Billing Tariff

Viewing and Printing Completed Records

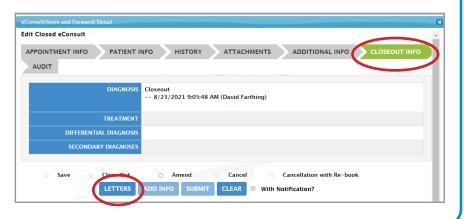
Once you have closed out the eConsult, you can view and/or print the completed record.

1 Click Closed.



- Click the **Closeout Info** tab to view the specialist comments.
- 4 To print the completed consult, click Letters and select the Store and Forward Consult Letter.

2 Click on the record to open it. (If the record is not displayed, use the date fields to search and click Go.)



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