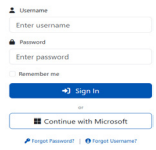
eConsult
Quick Reference Guide For Specialists

Service Desk 204-940-8500 or toll-free 1-866-999-9698
servicedesk@sharedhealthmb.ca

Notification and Login

1. When an eConsult is created you will receive an email notification.
2. Log into eConsult to view and respond.

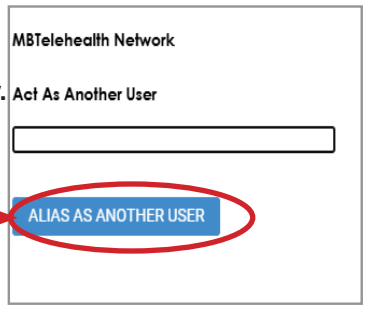


Use an Alias

1. If responding on behalf of a Specialist or specialty group, select **Alias** from the menu and then **ACT AS**

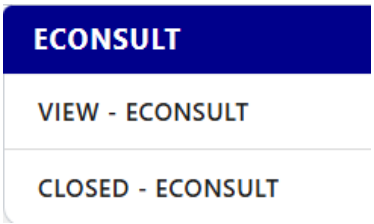
2. Search for and select the appropriate Specialist or group and click **Alias as Another User.**

start typing name and then select



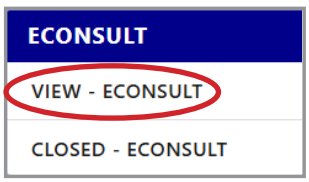
Home Page

The Home page is the initial screen that all users see. From the menu bar on this screen you will be able to **View eConsults** and **Closed eConsults.**

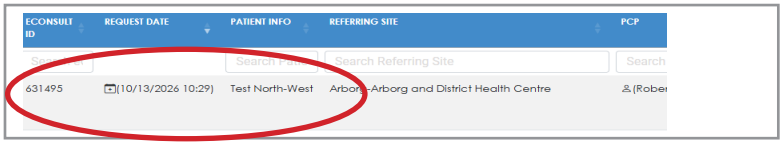


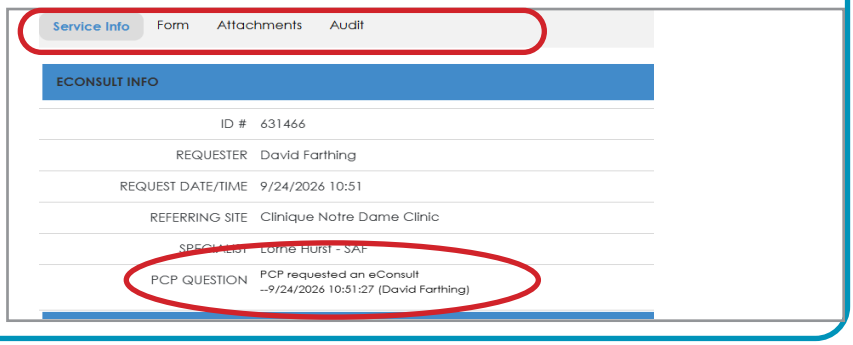
View Open eConsults

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



2. Click on the eConsult to open it.



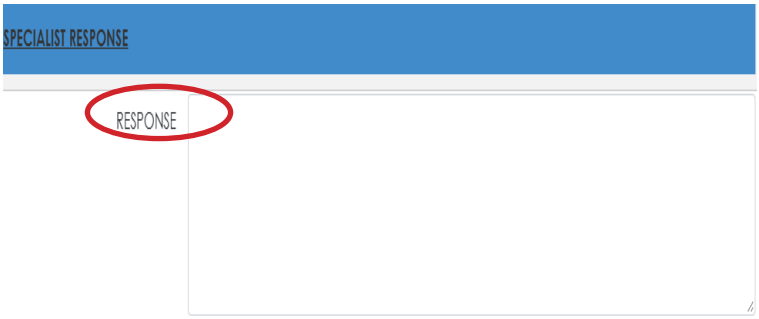


3. Click on the tabs and Read the PCP Question section to review the information from the provider.

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

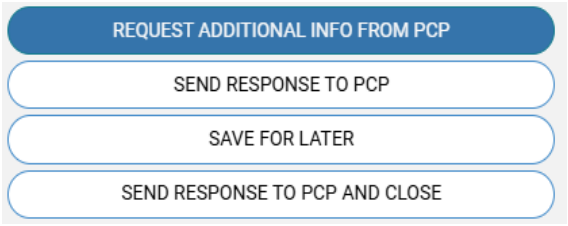
Responding to eConsult

1 In the **Response** section, enter your diagnosis and treatment recommendations, or indicate if additional information is required.

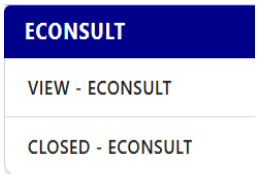


2 Before sending a response to the PCP, complete the Initial Billing Time field by selecting the amount of time you spend on the eConsult. Any additional time spent on the same eConsult at a later date should be recorded in Additional Billing Time.

3 Once you have provided your response you can select one of the four options to the right.
Request Additional Info from PCP and **Send Response to PCP** will send the eConsult back to the PCP with your response and leave the consult open. This allows the PCP to respond or add additional information if needed.
Save for Later allows you to save your response without sending anything to the PCP.
Send Response to PCP and Close will send the response to the PCP and close it, not allowing anymore questions



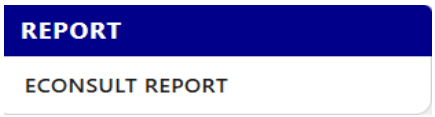
4 Once an eConsult has been closed by either the PCP or Specialist you will find it listed under **Closed eConsult** in the menu



Clicking Submit prompts an email notification to the referring provider notifying them that an update has been made.

Billing Report

1 From the menu click Report and then eConsult Report



2 Select the first and last day you want to report to run for at the top and click search.

3 You can remove any of the columns you do not need at the top right using the filter button.

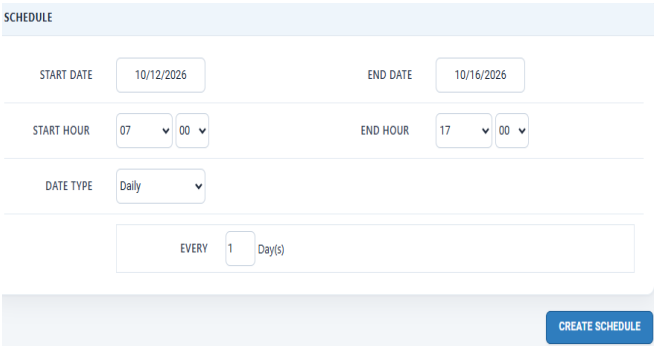
4 Once your report has generated you can print, export to PDF or Excel

Personnel Scheduler

If you are going away on vacation, you can set your own unavailability under personnel scheduler. You can also reach out to your local DSF to have this set up for you.

1 From the menu click Personnel Scheduler and New Schedule

2 Click in the Start Date box and select the first day you will be unavailable. Then in the End Date box select the last day you will be unavailable. Click Create Schedule.



Start and end hours will not show to other users.
Only change the date type if you setting up a weekly or monthly day off.

3 Under Personnel Schedule in the menu click on Schedule List to see a listing of your set unavailable times.Here you have the ability to edit or delete times.