Quick Reference Guide

eConsult Dashboard

The eConsult Dashboard is a feature within HEALTHe NL which organizes your eConsults into worklists to make it easy to find and action them.

Accessing eConsult Dashboard

If you are a Primary Care Provider **not** using EMR, or if you are a Consultant, you must use direct HEALTHe NL login in order to utilize eConsult. Follow the steps below to access your eConsult Dashboard:

1. From the main HEALTHe NL landing page, click **REFERRALS** from the left side menu.

2. Select **eConsult Dashboard** from the list below.

Primary Care Providers using EMR to submit eConsults will NOT have a Dashboard. Instead, tasks will be delivered to your EMR.
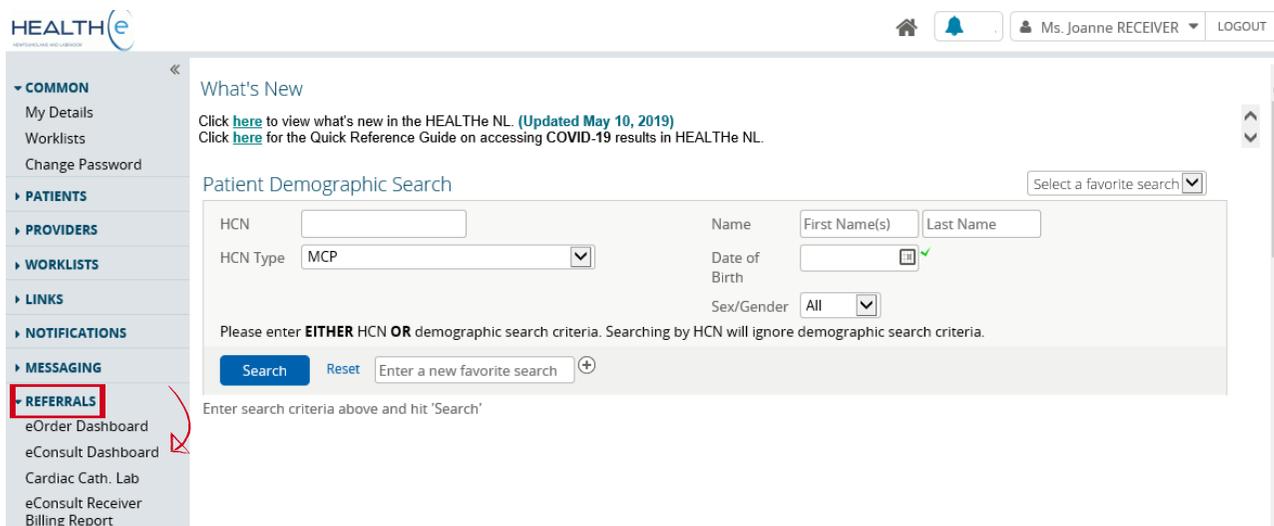
Using Your Dashboard

The dashboard organizes your eConsults into worklists to allow you to easily see which eConsults require action by you, and keeps a record of those that are no longer active.

eConsult Dashboard

Worklist	Count
My Drafts	0
Requires My Attention	22
In Progress	2
Completed / Cancelled	39
Requires Admin Intervention	0

Worklists

A variety of eConsult worklists have been developed to organize your eConsults for efficiency.

My Drafts
As a Primary Care Provider, you may have saved eConsults as a **DRAFT**. These eConsults have not been submitted, therefore have not been assigned a Consultant at this point.

Requires My Attention
When an eConsult is in a status that requires your action, it will be found in this list.
For example as a Consultant, eConsults that have the status **ACCEPTED**, **ASSIGNED**, **INFORMATION PROVIDED**, or **REPLIED**.

In Progress
This list contains eConsults that are not actionable by you at this time.
Once the other provider actions the eConsult, it will then move from here, into your *Requires My Attention* worklist.

Completed / Cancelled
Once your eConsult has been **COMPLETED** (closed) or if your eConsult has been **CANCELLED** by the Primary Care Provider, it will be found in this list.

Requires Admin Intervention
Any eConsult that is in a transitory status may be found here.
For example, an eConsult that has been **DECLINED** or **TRANSFERRED** by the Consultant and the system has not yet reassigned or auto-cancelled it.

Worklist Tips

- You can search the worklist by *Patient Name* and/or *Modified Date* if the list is long.

- Each eConsult listed in the worklist includes the patient identifiers, and the Specialty to which the eConsult is assigned.

- By clicking on an eConsult, it will open the full view where you can use the workflow actions to action your eConsult.

- Each worklist is sorted by the last modified date (*Modified* column). However, you can change this sort by clicking on any of the column titles. For example, you may prefer to sort by *Status*.

- Each status of an eConsult is easily identifiable by a different color.

- The *Next Action Due* indicates the due date that you should action the eConsult by. Actions are due within 7 days of the last modified date.

- The red hourglass icon beside an eConsult indicates that this eConsult is overdue for you to action it.

The dashboard will only contain eConsults that you have a relationship with (either as the Primary Care Provider that asked the question or the Consultant that responded)

eConsult Worklist - Requires My Attention

Select a favorite search ▼

| Patient Name | | Last Name | | Modified | Select Range ▼ |

ⓘ YOU ARE A RECEIVER FOR WOUND CARE (ECONSULT)

Search | Reset | << Back to Dashboard | Enter a new favorite search ⊕

Patient	Specialty	Status	Status Reason	Next Action Due	Created	Modified
CHERRY, Aleta_Tpchi_VI MCP: 509662166438 1965-Dec-08 (54 years) / Female	Cannabinoid Medicine	REPLIED		2020-Oct-05	2020-Sep-02 13:31 NDT	2020-Sep-28 15:24 NDT
⏳ **NLCHILABCLARK, Elda** MCP: 249622607862 **1961-Dec-08 (58 years)** / Female	Cardiology	ASSIGNED		2020-Sep-23	2020-Sep-16 10:46 NDT	2020-Sep-16 10:46 NDT
⏳ NLCHIITSDIWOOD, Raleigh MCP: 889633392648 1962-Nov-02 (57 years) / Male	Cannabinoid Medicine	REPLIED		2020-Sep-22	2020-Sep-04 14:51 NDT	2020-Sep-15 15:53 NDT