

eCONSULT CHEAT SHEET**General information:**

- eConsult Dialogue:
 - When you submit a referral for IEHP, you get a reply to your inbasket within a few days.
 - **Approved:** you will get a dialogue reply and it will show that it is approved for face to face.
 - No action required. May click reviewed.
 - **Denied:** you will have a dialogue usually saying why it was declined.
 - Can make a video visit for follow up and click reviewed, make an appointment with pcp to f/u with pt.
 - **Pending approval:** Dialogue asking clarifying questions or advising trial of treatment, additional testing needed, etc
 - Requires action to address open eConsult

eConsult Dialogue portal: *please see the tip sheet provided by IEHP located in provider binder*

- Considered overdue when it has been more than 2 weeks.
- Access through inBasket results
 - Click link at the end of the dialogue to access the portal
 - Once inside the portal→ Outstanding eConsults are found on the left panel in red letters
 - Click the patient name (two options)
 - Reply to the dialogue→ will have to wait for another dialogue back to see if it was approved or if you have another dialogue to reply to
 - Close the request→ Must reply to the dialogue and select the reason for closing the request. This will result to your inbasket. May want to write a note stating your plan for f/u and/or fwd to PCP that pt has an upcoming appointment with or PCP of record.
- Access through searching patient name→ see the IEHP Tip sheet
- May also login to the IEHP eConsult portal to address

Portal Login:

- **eConsultie.net**
- Login ID: Employee ID number
- Password: separate from Epic password