



Consult Request

Quick Reference Guide

This **Quick Reference Guide (QRG)** provides step-by-step instructions on how to complete the **Consult Request** in the **Electronic Patient Record (EPR)**. The Consult Request is a structured electronic document used by care providers to request a consultation from another provider or service.

Consult Requests may be directed to medical, nursing, or allied health disciplines.

How to Complete a Consult Request

<p>A. Place the Patient in Context and Open the Document</p>	<ul style="list-style-type: none"> Find the patient using Status Board, Patient List or the Find Patient functionality and place the patient visit into context Click on the Enter Document icon  on the Main Toolbar and select the Consult Request document
<p>B. Document in the Consult Request</p>	<ol style="list-style-type: none"> Select the consulting service from the Consult Requested drop-down (if you cannot find the consulting service, type it into the free-text field) Enter the name of the consultant (if known) into the Consult to field Enter the name of who requested the consult in the Consult Requested by field Select the Type of Consult Requested from the drop-down menu Free-Text the following: <ol style="list-style-type: none"> Indication Relevant Clinical History Patient Specific Instructions Enter the date and time in the Date Provider Notified, Name of Provider Notified and Notified By fields only <u>if the consultant is notified at this time</u> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>Note: Any healthcare professional involved in the notification process may enter the Date Provider Notified, Name of Provider Notified, and Notified By fields.</p> </div>
<p>C. Save the Consult Request</p>	<div style="border: 1px solid green; padding: 5px;"> <p> Important Note: If the consultant is not notified yet, save the document as incomplete and once the consultant is notified, this will be updated and saved as final.</p> </div>

Consult Request

Quick Reference Guide

	<ul style="list-style-type: none"> Click the Save/Close and save as Incomplete (if consultant is not yet notified) or Final (if consultant is notified)
<p>D. If Required, Update the Incomplete Note to Indicate that the Consultant has Been Notified and Save as Final</p>	<ul style="list-style-type: none"> Within the Documents tab, double click the Consult Request Click the Modify tab Enter the Date Provider Notified, Name of Provider Notified, and Notified By fields <div data-bbox="496 646 1398 957" style="border: 2px solid red; padding: 5px;"> <p><input type="checkbox"/> Consult Notification Information to be completed when Provider or Provider Service is contacted.</p> <p><input type="checkbox"/> Date Provider Notified: <input type="text" value="dd - MMM - yyyy"/> <input type="button" value="CT"/> <input type="button" value="C"/> <input type="text" value="HH : mm"/></p> <p><input type="checkbox"/> Name of Provider Notified: <input type="text"/></p> <p><input type="checkbox"/> Notified By: <input type="text"/></p> </div> <p>If the document was saved as final, notification can be added by appending the document.</p> <ul style="list-style-type: none"> Save as Final