

# Consulting Physician

## Responding to E-Consult Messages

### Creating E-Consult Encounters

**HAWAI'I**  
**PACIFIC**  
**HEALTH**

KAPI'OLANI  
PALI MOMI  
STRAUB  
WILCOX

# Receiving an E-consult Message

- The e-referral order will generate an e-consult in-basket message via the E-Consult folder

Home > **E-Consult** 5 unread, 16 total

Status	Sent Date	Sent Time	From	Department
? New	05/18/2020	11:37 AM	Alex MA	Urology
? New	05/18/2020	11:30		
? New	05/18/2020	11:29		

**Message**


Alex MA to Todd MD;  
[View previous messages](#)

Charles MD to P E-CONSULT - UROLOGY;  
My clinical question is...

**Order Questions**

Question	Answer
Reason for consult?	recurrent UTI
Patient's preferred location	Windward side
Priority	Routine

# Reassign e-consult to another consulting physician

- If the e-consult message should be addressed by another physician reassign before creating an e-consult encounter
- Select the message and click  Reassign to send message to the consulting physician
  - Reassigning the message will done the message and remove it from your folder

**Do not create the e-consult encounter**

# Responding back to requesting physician

- Open the e-consult encounter from in-basket
- Create a new progress note
- Open the Routing section, change the drop down option to Send on Exiting Workspace.
  - You should need to do this only once when messaging.
- Close workspace if a response is needed from requesting physician.
  - **Do not sign visit**
  - *E-consult message will be automatically sent to requesting physician*

The screenshot displays the E-Consult interface. At the top, a navigation bar includes 'Done', 'Complete', 'Take', 'Reassign', 'E-Consult' (highlighted with a red box), and 'Chart'. Below this, a secondary bar shows 'SnapShot', 'Chart Review', 'E-Consult', and 'Communications'. The main content area is titled 'E-Consult' and has tabs for 'E-CONSULT', 'Message History', 'Progress Notes', 'Disposition', 'Routing', and 'Sign Visit'. The 'Progress Notes' tab is active, showing a 'Create Note in NoteWriter' button and a 'Create Note' button. A message states: 'A new note is open and in progress which has not yet been saved.' Below this is a text area labeled 'My Note Progress Notes' with editing icons. The 'Routing' section is expanded, showing 'Message will route as E-Consult' and a table with columns 'Resp' and 'Recipient'. A red box highlights a dropdown menu with the following options: 'Send on Exiting Workspace' (selected), 'Send on Exiting Workspace', and 'Send at Close Encounter'. A red warning message reads: 'Not a part of permanent medical record'.

# Progress note documentation

- Documentation done in the progress note is part of the permanent medical record
  - *E-consult messages sent through Routing section are not part of the permanent medical record and are deleted after a period of time.*

My Note Tag

Progress Notes

Summary:

★ B + abc ↶ ↷ ? ? + Insert SmartText ↶ ↷

**Part of the permanent medical record**

Routing

Message will route as E-Consult

Resp	Recipient
●	

+ abc ↶ ↷ ? ? + Insert SmartText

**Not part of permanent medical record**

# Document a disposition and sign visit

- If a response is not needed from the requesting physician, document a disposition and sign the visit

## Disposition

E-referral completed

Office visit (schedule)

Virtual visit (schedule)

Consult with different service

E-referral cancelled

*Button selections may be subject to change*

# How will the progress notes display in Chart Review?

## Encounters Tab

E-Consult to P E-CONSULT - UROLOGY; (Oldest Message First)

Me to P E-CONSULT - UROLOGY

**Original order comments** 5/13/20 11:27 AM

Todd MD to Me

**Unsigned** Note 5/13/20 11:31 AM

My recommendation with your additional information is ...

Me to Todd MD

**Unsigned** Note 5/13/20 11:30 AM

I have a question on the recommendation ...

Todd MD to Me

(See earlier message for attached note) 5/13/20 11:31 AM

## Notes/Trans Tab

Srvc Date	Enc Type	Type	Status	Author
Today at 11:27	E-Consult	Progress Notes	Sign when...	Todd MD
Today at 11:27	E-Consult	Progress Notes	Sign when...	Me

**Todd MD**  
Physician  
Specialty: Urology  
Progress Notes  
Sign when Signing Visit  
Encounter Date: 5/13/2020

My recommendation with your additional information is ...

Note 1  
Consulting

**Charles MD**  
Physician  
Specialty: Internal Medicine  
Encounter Date: 5/13/2020  
Progress Notes  
Sign when Signing Visit

I have a question on the recommendation ...

Note 2  
Requesting

- Two line entries
- Contains the author's half of the conversation