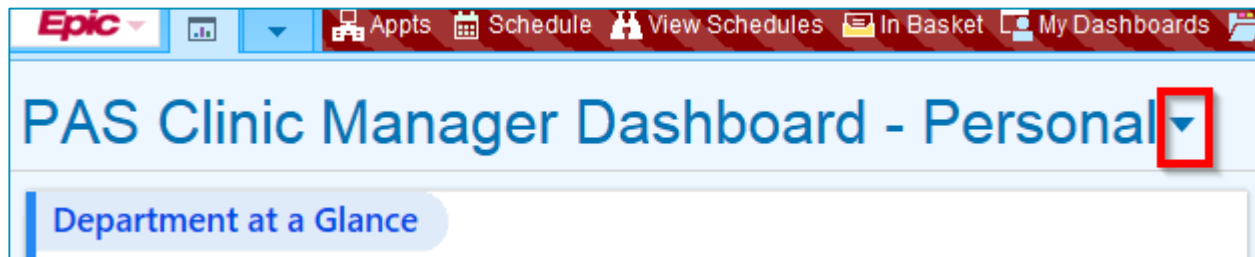


In Basket – E-Consult Messages Dashboard

Monitor Old E-Consult Messages

You can track E-Consult messages sent to pools and people you manage via the “In Basket – E-Consult Messages” dashboard. This will help you monitor where messages might be getting held up.

- Navigate to dashboards.
- Click the drop-down icon to the right of the dashboard name. Search for “In Basket” and select “In Basket – E-Consult Messages”



- Click the “star” icon to mark it as a favorite dashboard.

Pools/People with E-Consult Messages > 1 Day

These sections on the dashboard will display any pools or people you manage with “old” E-Consult messages to help identify potential areas where messages are getting held up.

- An E-consult message is considered “old” after a day.
- You can click on a pool or person to “drill down” to more details.

In Basket - E-Consult Messages

Pools with E-Consult Messages > 1 Day

Date Range for Turnaround Statistics:

	Old	Unread	All Messages	Average Age (Days)
E-Referral - Neurology Pool	8	1	8	7.4

Quick links: [Configure which pools and people you manage](#)

People with E-Consult Messages > 1 day

Date Range for Turnaround Statistics:

	Old	Unread	All Messages	Average Age (Days)	Total Number of Messages and Average Age
[REDACTED]	1	1	1	4.7	1 (Avg 4.7 days old)
[REDACTED]	1	0	1	2.8	1 (Avg 2.8 days old)

Quick links: [Configure which pools and people you manage](#)

E-Referrals In Basket Management Report

E-Consult Utilization Review

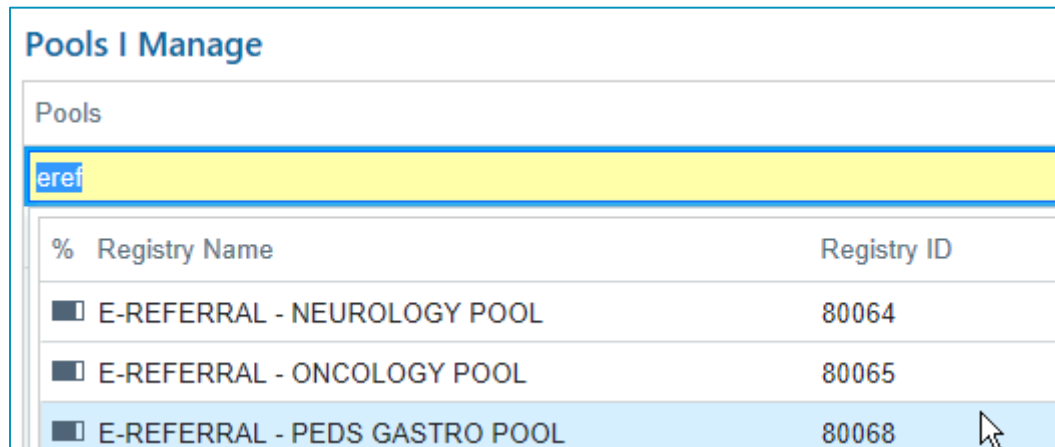
My Favorite and Recently Run Reports

Report Name	Results	Status
E-Referral Utilization Review	51	Viewed

Configure which pools you manage

Add the “E-referral” specialty pool(s) you will monitor.

- Click the “Configure which pools and people you manage” hyperlink, add the pool to the “Pools I Manage” section. Search for “eref” and select the appropriate specialty pool and click ACCEPT.



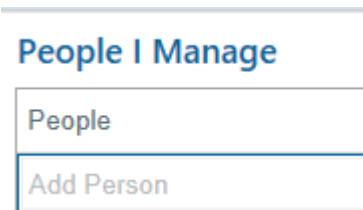
The screenshot shows a web interface titled "Pools I Manage". At the top, there is a search bar with the text "eref" entered. Below the search bar is a table with three columns: a checkbox, "Registry Name", and "Registry ID". The table contains three rows of data, each representing an E-referral pool. The first row is "E-REFERRAL - NEUROLOGY POOL" with ID 80064. The second row is "E-REFERRAL - ONCOLOGY POOL" with ID 80065. The third row is "E-REFERRAL - PEDS GASTRO POOL" with ID 80068, and a mouse cursor is hovering over this row.

	Registry Name	Registry ID
<input type="checkbox"/>	E-REFERRAL - NEUROLOGY POOL	80064
<input type="checkbox"/>	E-REFERRAL - ONCOLOGY POOL	80065
<input type="checkbox"/>	E-REFERRAL - PEDS GASTRO POOL	80068

Configure which people you manage

Providers you have to monitor are most likely not part of the people/pools you typically manage so you may have add the provider manually as a person you manage.

- Click the “Configure which pools and people you manage” hyperlink, add the provider if needed in the “People I Manage” section and click ACCEPT.



People I Manage
People
Add Person

E-Referrals In Basket Management Report

E-Referrals In Basket Management Report

E-Consult Utilization Review

- Click on report name to run
- Report criteria
 - Message Type = E-Consult
 - Statuses = New, Read, Pend, Done, Postpone, Mostly Done
- Filter results by clicking
 - To see particular pools or users, check *Responsible Pools/Users*