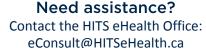
# eConsult Quick Start 🖈

# Go to https://otnhub.ca

- $\begin{pmatrix} 1 \end{pmatrix}$  Click on SIGN IN at the top right of the screen.
- Select log-in option:
  - OTN Cradantial
  - OTN Credentials
  - 3 Enter your username/password. Click 'Sign In'
- In the <u>Ask a Clinical Question</u> section, select <u>Launch eConsult</u>







#### REQUESTING CLINICIANS

#### Initiate an eConsult

- 1. Click the 'Request Consult' icon, then select the desired eConsult model.
- 2. Depending on model selected, choose 'Specialty Category' or 'Recipient'.
- 3. Enter required Patient details and any Consent Directives (if applicable).
- 4. Enter request details (helpful tip use a short, specific summary in the first line).
- 5. Click on the paperclip to attach other documents or images, as necessary.
- 6. Once complete, click 'Send'.

## Complete an eConsult

- 1. Go to 'Needs Attention' view and click on an eConsult.
- 2. Select option 'Complete' or 'Request Clarification'.
- 3. To COMPLETE, click 'Complete', respond to feedback survey and click 'OK'.
- 4. The eConsult will be moved to the Completed folder.
- 5. To download a PDF copy of the eConsult, click on the blue PDF icon.

### Priority Region, Communication Preferences, Out of Office and Reports

- 1. Beside eConsult, click on the gear under the Settings column to set your PRIORITY REGION, Communication Preferences and Out of Office notifications
- 2.To generate a report, click on 'Reports' from the left hand navigation menu on the main screen, enter a date range and click 'Generate Report'.