

# eConsult Quick Start

Go to <https://otnhub.ca>

1

Click on SIGN IN at the top right of the screen.

2

Select log-in option:

ONE® ID

OTN Credentials

3

Enter your username/password. Click 'Sign In'

4

In the Ask a Clinical Question section, select Launch eConsult

## 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'.