

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

SPECIALISTS

Respond to an eConsult

1. Go to Needs Attention view.
2. Click on the eConsult to be reviewed.
3. Select option: Provide eConsult, Request More Info or Return Consult.
4. To Provide eConsult or Request More Info, enter detailed notes, click on the paperclip to attach additional files (if required), then click 'Send'.
5. To Return the eConsult, select reason for the return, adding comments, then click 'Return'.
6. Enter the amount of time spent on the eConsult and click 'OK'.
7. The eConsult will be moved to the eConsult Provided view.

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'.