

Pre go live for eConsult

Practice Shared Drive

On shared drive set up a folder for eConsult

On S1

User Group

Setup> User & Policy> Organisation Preferences> User Groups

- Select new group
- Give it a name eConsult
- Add staff names

Scanning rule

Setup> Referrals & Letters> Scanning rules

- Select new tab top left
- Setup as below using the read code - XaX2B (Alert received from telehealth monitoring system)

Name: eConsult

Category: Read Code Rules

Sub-category:

Type: Read code

Key phrases

Require all phrases

+ Phrase

online consultation

-

Output

Name	Icon
Alert received from telehealth monitoring system	R

If multiple output codes are entered for this rule, manual selection will be required for the appropriate code(s) to be added to the record when processing a document.

Ok Cancel

TASK TEMPLATE

- Set up a Task template> Setup> Data entry> Task templates
- Select New Task Template tab top left
- Set up as per screenshot – selecting user group as per above

The screenshot shows a 'Task Template' configuration window. The 'Name' field contains '1. eConsult'. The 'Icon' is a green star. The 'Description' is 'Reply to patient'. The 'Recipient' is 'Kingskerswell and Ipplepen Health Centres'. Under 'User group', 'eCONSULT' is selected. The 'Category' is 'ACTION', 'Status' is 'Not Started', and 'Flag' is 'No flag'. The 'Due in' field is set to '0 days'. The 'Task body' contains the text: 'Thank you for your eConsult' followed by a redacted link, and 'For for more information via our Self Help video library please refer to <http://www.hcvideos.co.uk/>'. 'Ok' and 'Cancel' buttons are at the bottom.

Scanning rules

System> PC Settings> Document Management – New device

Add device name

Select Pick up images from a folder on the PC

Locate the folder (on shared)

The screenshot shows a 'Scanning device' configuration window. The 'Scanning device name' is 'eConsult'. Under 'Scanning device type', 'Pick up images from a folder on the PC' is selected. The 'Folder' is 'C:\Apps\tp'. 'Ok' and 'Cancel' buttons are at the bottom.

Template for recording outcomes

- Import eConsult template into S1
- Add shortcut to admin toolbar

Emails

Use Outlook

Get access to generic account via your emails

In the generic email create a folder called 'eConsult' and within that create a folder called 'Completed eConsult'