

Sending an eConsult from
TELUS PS Suite using Ocean Toolbar
Step by Step User Guide

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1 Before you get started

The following outlines the detailed step-by-step instructions to send an eConsult to the Ontario eConsult Service on the OTNHub.ca using the Ocean Toolbar in TELUS PS Suite. This workflow/integration enables the sending of eConsults only. Retrieval of eConsult responses and additional follow-up must be done using the OTNhub.ca web platform.



Account & Technical Set Up Requirements

The following is required to send eConsults to the Ontario eConsult Service on the OTNhub from the Ocean toolbar in TELUS PS Suite:

- ✓ OTNhub account with access to send eConsults
 - Need an OTNhub account? Register here: [OTNhub account](#)
- ✓ Compatible browser and technical requirements for OTNhub – view [OTN’s Technical Readiness document](#)
- ✓ Ocean account with sending site established, linked to your TELUS PS Suite EMR
 - Get an [Ocean Account](#), [Link your EMR Account](#), and [set up your sending site](#).
- ✓ Updated Ocean toolbar installed in TELUS PS Suite EMR instance
 - [Install \(or update\) your Ocean Toolbar in TELUS PS Suite](#)



Important Notes:

CPSO/CNO Registration ID:

Ensure your CPSO/CNO registration ID is properly listed and matching in both your Ocean and OTNhub accounts.

- To update your CPSO/CNO registration ID in your Ocean account, locate your Account Settings in the top right corner.
- To update your CPSO/CNO registration ID in your OTNhub account, contact Ontario Health for support by calling 1-855-654-0888 or email contactupdates@otn.ca.

Use of Delegates:

This workflow/integration does not allow delegates to submit eConsults to the OTNhub.ca through Ocean on behalf of clinicians. This workflow is intended for independent use by clinicians only. Delegates however may continue to support the retrieval of eConsult responses and importing of responses back into the patient chart. See section 5 for more details.



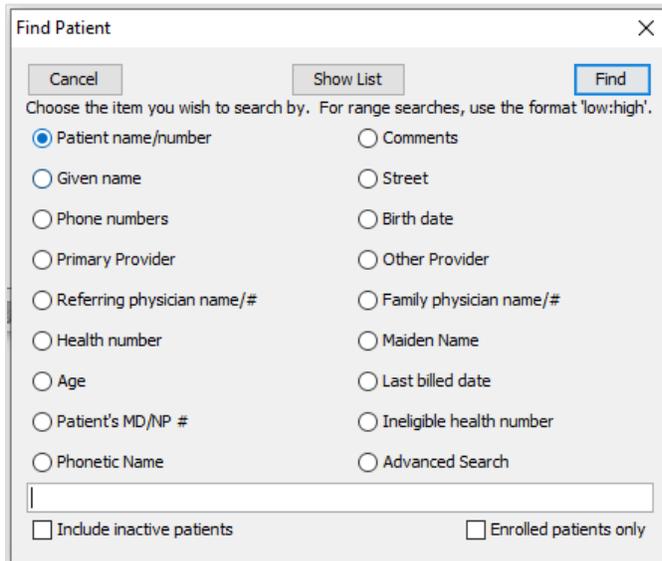
Need additional support?

- Would you like help getting set up?
- Would you like additional training or support building eConsult into your workflow?
- Have any questions or need any additional information?

Fill out our [intake form](#) or contact us at eServicesProgram@toh.ca and we will connect you with a local team member.

2 Create eConsult Question as Progress Note in the Patient Chart

2.1 Open patient chart in TELUS PS Suite.



Find Patient

Cancel Show List Find

Choose the item you wish to search by. For range searches, use the format 'low:high'.

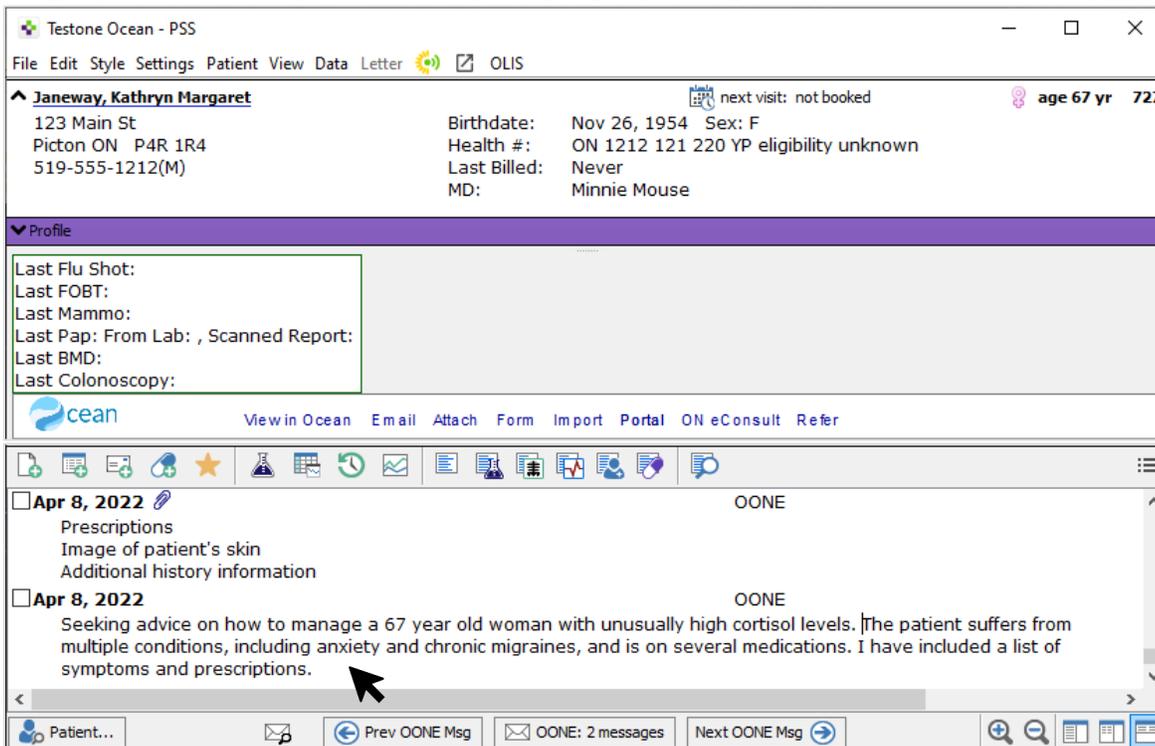
Patient name/number Comments
 Given name Street
 Phone numbers Birth date
 Primary Provider Other Provider
 Referring physician name/# Family physician name/#
 Health number Maiden Name
 Age Last billed date
 Patient's MD/NP # Ineligible health number
 Phonetic Name Advanced Search

Include inactive patients Enrolled patients only

2.2 Click on “New Progress Note” icon (Ctrl/Cmd + N) to add New Progress Note.



2.3 Type your eConsult question in the new progress note.



Testone Ocean - PSS

File Edit Style Settings Patient View Data Letter OLIS

Janeway, Kathryn Margaret next visit: not booked age 67 yr 727

123 Main St Birthdate: Nov 26, 1954 Sex: F
 Picton ON P4R 1R4 Health #: ON 1212 121 220 YP eligibility unknown
 519-555-1212(M) Last Billed: Never
 MD: Minnie Mouse

▼ Profile

Last Flu Shot:
 Last FOBT:
 Last Mammo:
 Last Pap: From Lab: , Scanned Report:
 Last BMD:
 Last Colonoscopy:

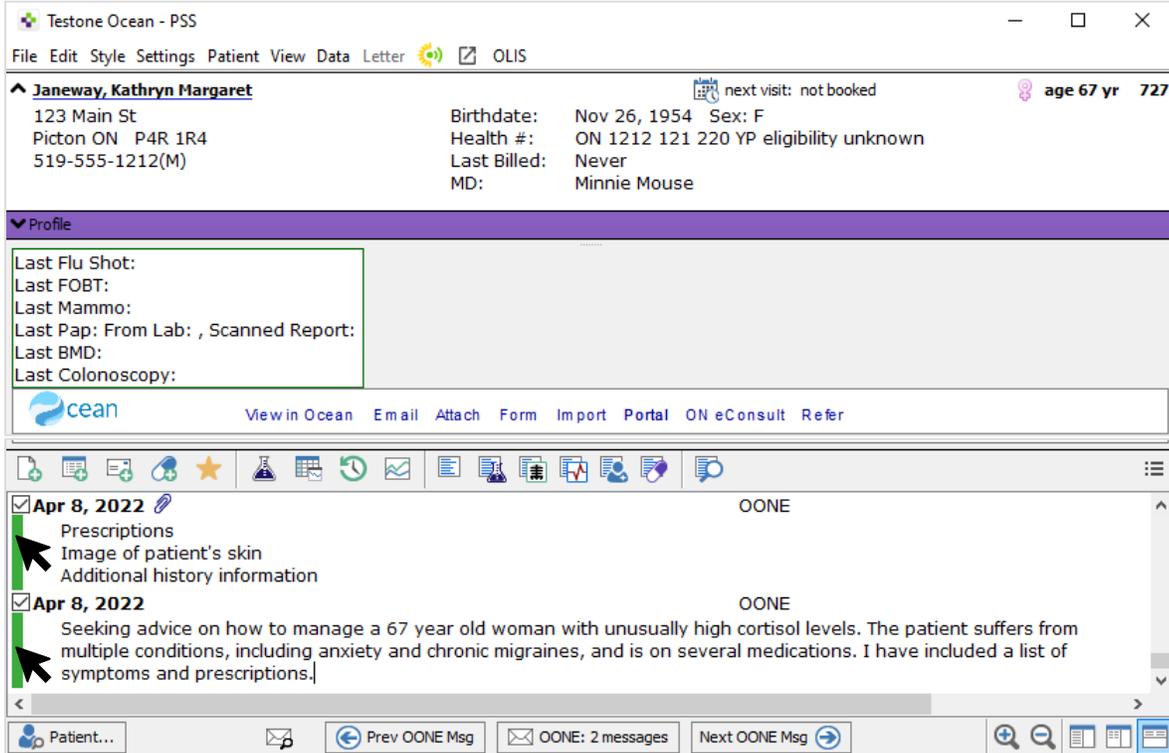
View in Ocean Email Attach Form Import Portal ON eConsult Refer

Apr 8, 2022 OONE
 Prescriptions
 Image of patient's skin
 Additional history information

Apr 8, 2022 OONE
 Seeking advice on how to manage a 67 year old woman with unusually high cortisol levels. The patient suffers from multiple conditions, including anxiety and chronic migraines, and is on several medications. I have included a list of symptoms and prescriptions.

Patient... Prev OONE Msg OONE: 2 messages Next OONE Msg

2.4 'Green bar' the eConsult Question and any additional attachments you wish to include.



Testone Ocean - PSS

File Edit Style Settings Patient View Data Letter OLIS

Janeway, Kathryn Margaret next visit: not booked age 67 yr 727

123 Main St Birthdate: Nov 26, 1954 Sex: F
 Picton ON P4R 1R4 Health #: ON 1212 121 220 YP eligibility unknown
 519-555-1212(M) Last Billed: Never
 MD: Minnie Mouse

▼ Profile

Last Flu Shot:
 Last FOBT:
 Last Mammo:
 Last Pap: From Lab: , Scanned Report:
 Last BMD:
 Last Colonoscopy:

cean View in Ocean Email Attach Form Import Portal ON eConsult Refer

Apr 8, 2022 OONE
 Prescriptions
 Image of patient's skin
 Additional history information

Apr 8, 2022 OONE
 Seeking advice on how to manage a 67 year old woman with unusually high cortisol levels. The patient suffers from multiple conditions, including anxiety and chronic migraines, and is on several medications. I have included a list of symptoms and prescriptions.

Patient... Prev OONE Msg OONE: 2 messages Next OONE Msg

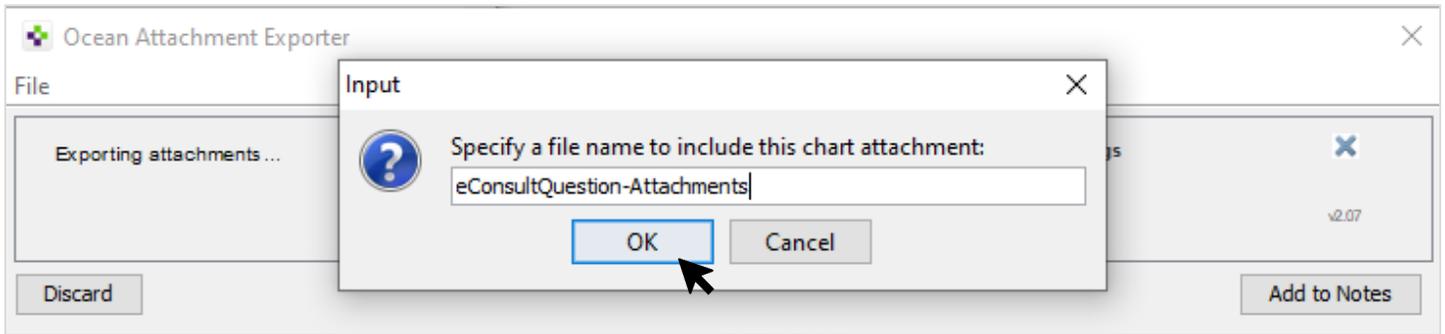
2.5 Click on the 'ON eConsult' button on the Ocean Toolbar.



cean View in Ocean Email Attach Form Import Portal ON eConsult Refer

2.6 Revise attachment file name as needed and click 'OK'.

Note: Do not use period (".") or commas (",") in file attachment names.



Ocean Attachment Exporter

File

Exporting attachments ...

Discard Add to Notes

Input

Specify a file name to include this chart attachment:

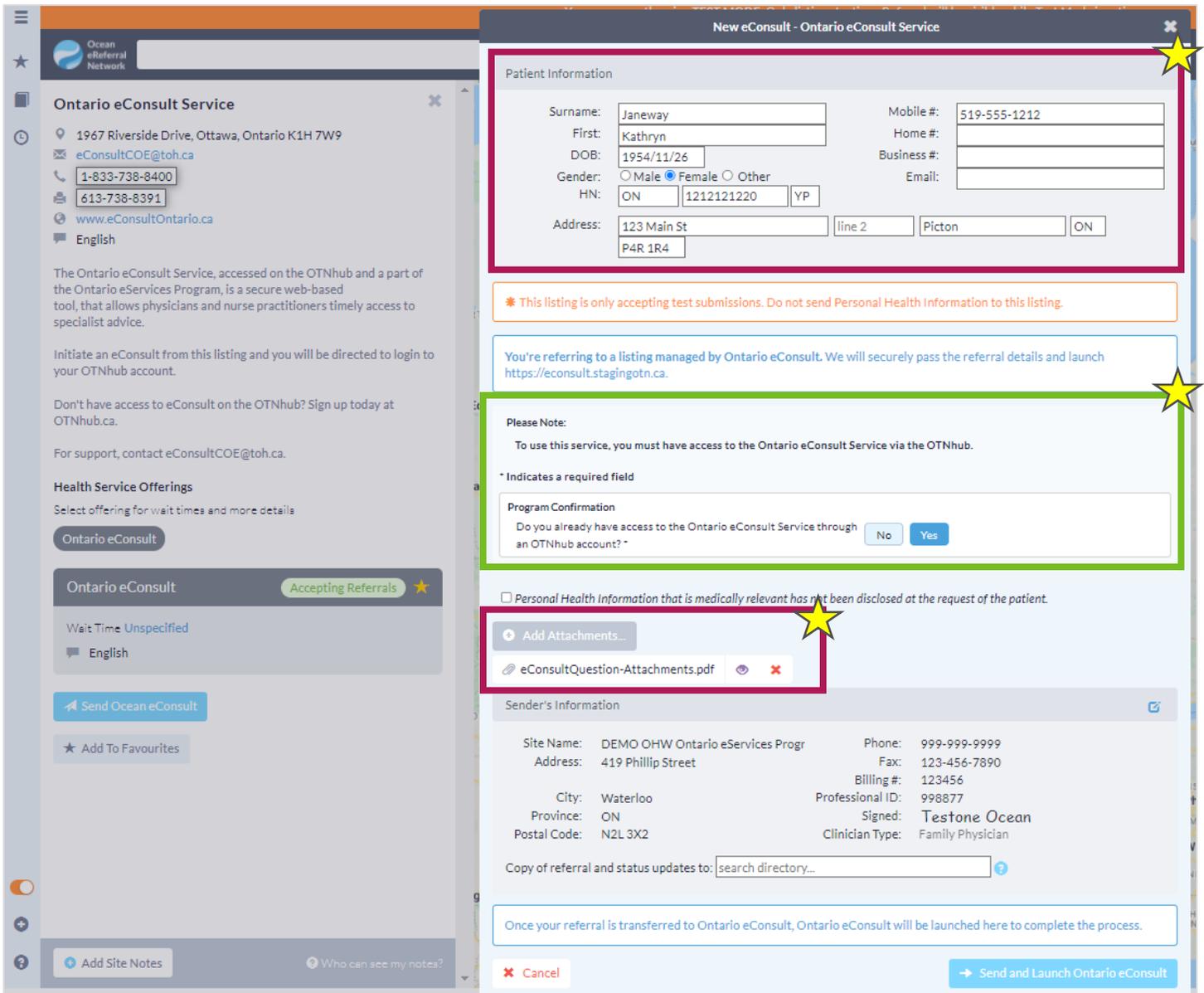
eConsultQuestion-Attachments

OK Cancel

3 Launch eConsult Request Through Ocean

3.1 After saving the attachment, the Ocean form for the Ontario eConsult Service will load automatically in a web browser.

- Verify the patient information and attachments were loaded properly.
- Confirm existing access to the Ontario eConsult Service through an OTNhub Account (defaulted to 'Yes')



New eConsult - Ontario eConsult Service

Patient Information

Surname: Janeway Mobile #: 519-555-1212
 First: Kathryn Home #:
 DOB: 1954/11/26 Business #:
 Gender: Male Female Other Email:
 HN: ON 1212121220 YP
 Address: 123 Main St line 2 Picton ON
 P4R 1R4

** This listing is only accepting test submissions. Do not send Personal Health Information to this listing.*

You're referring to a listing managed by Ontario eConsult. We will securely pass the referral details and launch <https://econsult.stagingotn.ca>.

Please Note:
 To use this service, you must have access to the Ontario eConsult Service via the OTNhub.

* Indicates a required field

Program Confirmation
 Do you already have access to the Ontario eConsult Service through an OTNhub account? *

Personal Health Information that is medically relevant has not been disclosed at the request of the patient.

+ Add Attachments...
 eConsultQuestion-Attachments.pdf

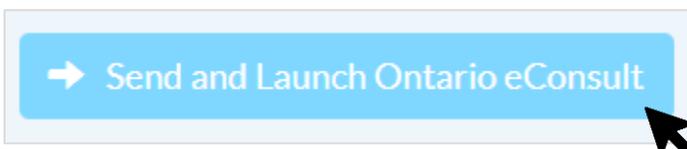
Sender's Information

Site Name: DEMO OHW Ontario eServices Progr Phone: 999-999-9999
 Address: 419 Phillip Street Fax: 123-456-7890
 City: Waterloo Billing #: 123456
 Province: ON Professional ID: 998877
 Postal Code: N2L 3X2 Signed: Testone Ocean
 Clinician Type: Family Physician

Copy of referral and status updates to: search directory...

Once your referral is transferred to Ontario eConsult, Ontario eConsult will be launched here to complete the process.

3.2 Click on 'Send and Launch Ontario eConsult'.



3.3 Confirm Clinical Information and click “Correct – Proceed”.

Confirm Clinical Information
✕

For safety reasons, please confirm:

Patient: **Kathryn Janeway** - age 67

Source Site: DEMO OHW Ontario eServices Program

Sender: **Testone Ocean** - 998877 - fax 123-456-7890

Correct - Proceed

Cancel

After clicking ‘Correct – Proceed’, a ‘referral progress note’ (top) and the ‘Ocean eReferral Form’ (bottom) are automatically added to the patient chart, with the form showing “Accepted as eConsult – Needs Review” You may be redirected to the TELUS PS Suite application. If this happens simply navigate back to the browser you were working in.

Apr 8, 2022

Sent eConsult to **Ontario eConsult Service**
1967 Riverside Drive, Ottawa, Ontario, K1H 7W9 Phone: 1-833-738-8400 Fax: 613-738-8391 eConsultCOE@toh.ca

Program Confirmation
Do you already have access to the Ontario eConsult Service through an OTNhub account: Yes

EConsult Question(s)
Please see attachment

<https://ocean.cognisantmd.com/referrals/Referral.html?ref=2412cbd7-a853-4f6b-bef2-1dbc0a28b273&accessKey=dfb5dc75-106e-40a9-b29b-9ac86>

OONE/OCN

Apr 8, 2022

Ocean eReferral



Ontario eConsult Service

Ontario eConsult Service→ Accepted as eConsult - Needs Review

v1.75

OONE

📎 Attach
💡 Open
⚙️ Settings
✕ Remove

+ Add PSS Pending Test/Consult
+ Add PSS Internal Message

3.4 Click “Go to Ontario eConsult”

Referral Request Initiated - Additional Actions Required
✕

The service provider, Ontario eConsult Ontario eConsult, is requesting additional information.

Go to Ontario eConsult

Summary:

Sent eConsult to **Ontario eConsult Service**
1967 Riverside Drive, Ottawa, Ontario, K1H 7W9 Phone: 1-833-738-8400 Fax: 613-738-8391 eConsultCOE@toh.ca

Program Confirmation
Do you already have access to the Ontario eConsult Service through an OTNhub account: Yes

EConsult Question(s)
Please see attachment

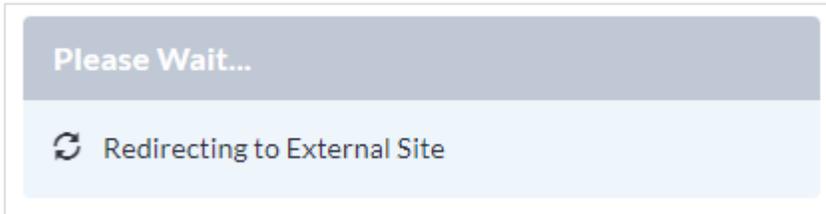
<https://ocean.cognisantmd.com/referrals/Referral.html?ref=6fdd8c29-ec59-4cd6-855f-756b41485f55&accessKey=37025057-65a4-43d4-9df3-93ea4df4ac12#iWJcFjMdsMVaBAnAc0duNA==>

Last Updated: May 2022

Ontario eServices Program

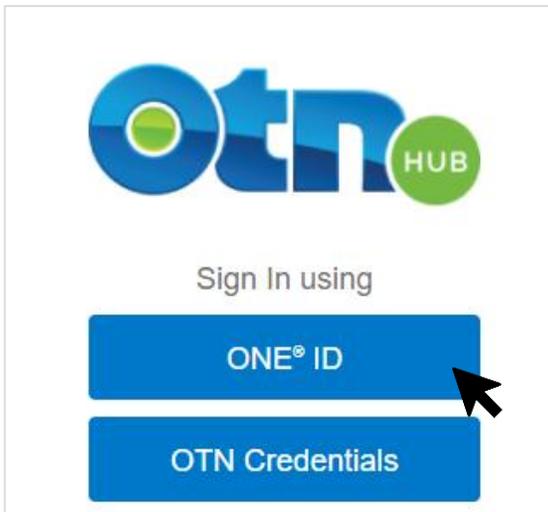
Page 7 of 19

This will prompt a redirect to the OTNhub login page.



4 Choose Specialty/Specialist and Send eConsult on OTNhub.ca

- 4.1 The OTNhub.ca login screen will load automatically in a web browser.
Log in to the OTNhub.ca using your OneID or OTN credentials.



- 4.2 The eConsult Request form is automatically created and pre-loaded with patient information and the attachments.
Choose your desired eConsult model:

- **BASE Managed Specialty:**
 - eConsults are sent to a group of specialists who respond to eConsult cases from across the province for a specific specialty/sub-specialty. Cases are assigned to an individual specialist based on availability
 - [Over 120 specialties](#) offered province-wide.
- **Specific Provider or Group:**
 - eConsults are sent directly to individual specialists/groups by searching in a directory.

The screenshot shows the eConsult interface. At the top, there are navigation tabs: Directory, Videoconference, eConsult (highlighted), Schedule, and Learn. On the right, there are icons for a star, a question mark, and a user profile. On the left, there is a sidebar with a 'Request Consult' button and a list of filters: All Requests, Needs Attention, Waiting for Response, Completed, Cancelled, Drafts (highlighted), Reports, Search, and Settings. The main content area is titled 'Draft Cases' and shows two draft cases for 'Testone Ocean': one for 'Please see attachment' (Case ID: 256050713) and one for 'Testing' (Case ID: 256007805). To the right, there is a form for 'Requester Testone Ocean, Family /General Practice Medicine' with a '*Model' section containing two radio button options: 'BASE Managed Specialty' (selected) and 'Specific Provider or Group'. A mouse cursor is pointing at the 'Specific Provider or Group' option.

4.3 Choose the Specialty/Specialist/Specialty Group

BASE Managed Option:

Use the provided drop-down menus to choose the specialty and sub-specialty.

Note: the 'Region' field will auto-populate based on available BASE™ Managed Specialty Groups and the Priority Regions indicated in your eConsult Settings. For more information on setting your Priority Regions, [click here](#).

Requester	Testone Ocean, Family /General Practice Medicine	
*Model ?	<input checked="" type="radio"/> BASE Managed Specialty <input type="radio"/> Specific Provider or Group	
*Specialty	<input type="text" value="Cardiology"/>	<input type="text" value="Cardiology - Pediatrics (Darek)"/>
*Region ?	Provincial Umbrella Service View Directory Profile>>	

Specific Provider of Group Option:

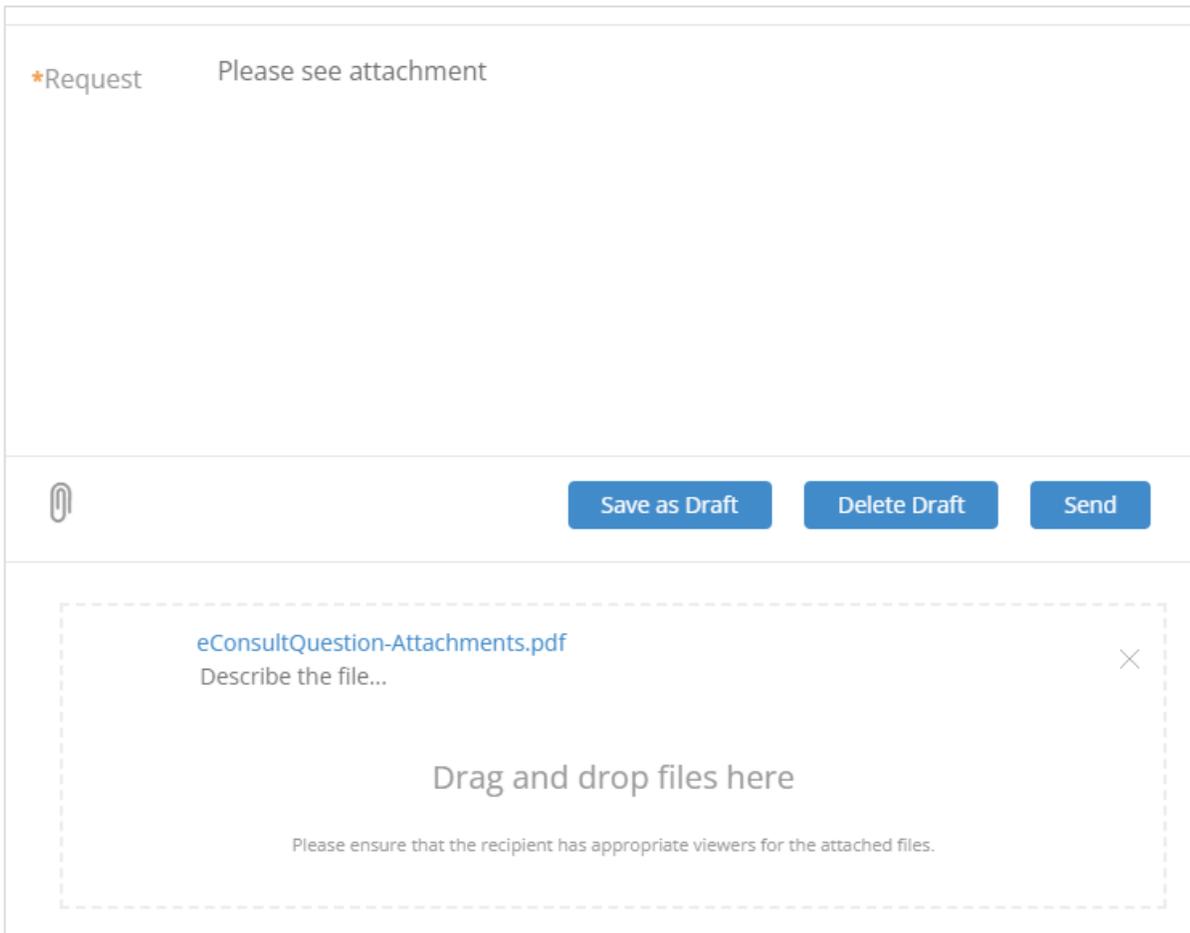
Search for the specialist or specialty group of choice by typing into the Recipient field.

Requester	Testone Ocean, Family /General Practice Medicine
*Model 	<input type="radio"/> BASE Managed Specialty <input checked="" type="radio"/> Specific Provider or Group
*Recipient	<u>testuser</u>
Patient	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Dr. Otix W Testuser10, Thornhill, LHIN 7, Cardiac Surgery</p> <p>Dr. Otix S Testuser11, Toronto, LHIN 7, Anaesthesiology</p> <p style="background-color: #0070c0; color: white; padding: 2px;">Dr. Ocean Testuserfour, Toronto, LHIN 7, Cardiology</p> </div>

4.4 Verify the patient information was entered correctly.

Patient	*First Name	Kathryn
	Middle Name	Enter middle name...
	*Last Name	Janeway
	*DOB	<input type="text" value="1954-11-26"/> 
	*Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other
	*OHIP	<input type="text" value="1212121220"/> YP <input type="checkbox"/> OHIP number not available
		<input type="checkbox"/> Consent Directives

4.5 The request field will be pre-populated with 'Please see attachment' and the attachment will be already attached.



*Request Please see attachment

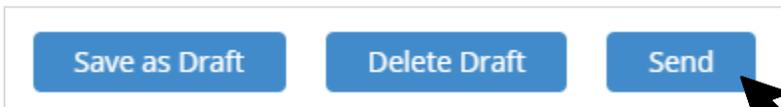
Save as Draft Delete Draft Send

eConsultQuestion-Attachments.pdf
Describe the file...

Drag and drop files here

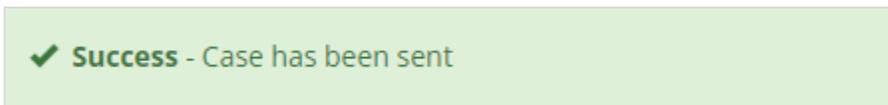
Please ensure that the recipient has appropriate viewers for the attached files.

4.6 Review and Click Send.



Save as Draft Delete Draft Send

A green bar will appear to confirm the eConsult was sent successfully, and the eConsult case will be moved in the "Waiting for Response" folder in the OTNhub.



✓ Success - Case has been sent

Viewing the eConsult record in the patient chart in TELUS PS Suite:

The original 'referral progress note' added to PS Suite when the initial form was submitted in Step 3.3 will remain. The 'Ocean eReferral Form' will automatically update the next time the patient chart is loaded/refreshed and be replaced with the following, showing 'Completed as eConsult-Needs Review' status and the "Ontario eConsult Service" field will outline the specialist/specialty the eConsult was sent to. For eConsults submitted to a BASE managed specialty group or a specific eConsult group, the Service field will display the name of the group (and organization if applicable). Note, this field will not be updated once the eConsult case is assigned to a specific specialist and will continue to display the group

name instead. For eConsults submitted to a specific specialist, the Service field will display the name of the specialist, their specialty, and their city.

For example:

- Provincial Cardiology Group
- UHN Nephrology Group, University Health Network
- Dr. John Smith – Cardiology – Toronto

Apr 8, 2022
OONE

Ontario eConsult Service:
 An Ocean provider message was sent for '**Dr Ocean Testuserfour - Cardiology - Toronto**' by Dr. Ocean on Fri Apr 08 2022 2:41 PM: Completed as eConsult - Needs Review

2022-04-08T14:41:41-0400: Dr. Testone Ocean to Ontario eConsult Service: Attachment

Reference: 2f630710-aa2c-4165-b3f0-a56d67655dd4 -

Viewing the eConsult record in Ocean eReferral folders: After submitting the eConsult on the OTNhub, the status of the case in Ocean will be updated to 'completed' and the case can be found in the Completed folder of your Ocean Sent folders.

Sent	
Sent (All)	
Incomplete	0
Awaiting Response	20
Accepted as Walk-In	0
Accepted as eConsult	26
Pending Booking	9
Booked Unconfirmed	0
Booked Confirmed	0
Completed	53
Declined	4
Cancelled	5
Deletion Warnings	0



The 'Service' field in the case details will now display the specialist/specialty the eConsult was sent to (as above).

Patient	DOB	EMR ID	Booked	Service	Referral Date	Recipient
Kathryn Janeway	54-11-26	727		Dr Ocean Testuserfour - Cardiology - Toronto	Apr 8, 2022 2:41 pm	Ontario eConsult Service

You can click on the case to open for more information (see below). The 'Referral Form Summary' section will match the 'Request' field that was submitted in OTNhub, whether the default 'Please see attachment' or additional/replacement text was added manually.



**Ocean
eReferral
Network**

✕

Kathryn Janeway
Dr Ocean Testuserfour - Cardiology - Toronto - Test eConsult

MRN:
424
☰ Action

General

Sent by Testone Ocean via eReferral on Apr 8, 2022 2:41 pm (received Apr 8, 2022 2:41 pm)
Phone: 999-999-9999
Fax: 123-456-7890

<p>Patient: Kathryn Janeway ♀ dob: Nov 26, 1954 F age 67 HN: ON 1212121220 YP 123 Main St Picton, ON P4R 1R4 <input type="text" value="519-555-1212"/> (M)</p>	<p>Current recipient: Ontario eConsult Service 1967 Riverside Drive Ottawa, Ontario K1H 7W9 eConsultCOE@toh.ca <input type="text" value="1-833-738-8400"/> <input type="text" value="613-738-8391"/></p>
---	---

Copy of referral and status updates to: 

Notes

New Note:

Messaging

Dr. Testone Ocean - Referrer (Dr. Testone Ocean / DEMO) Apr 8, 2022 2:41 pm
OHW Ontario eServices Program)
To: Ontario eConsult Service

Attachment

 Export-KJ-OONE-20220408.pdf 

To: Ontario eConsult Service (ON eConsult Testing Site)
Messages cannot be received by this provider. You may add an attachment or edit the Referral Form Summary.

+ Add Attachments... ➤ Send

Referral Form Summary

Please see attachment

Patient's Note

Enable Review Mode

Close

5 Receive eConsult Response on OTNhub.ca

5.1 Access eConsult response on OTNhub.ca.

When the specialist provides a response to the eConsult case, you will receive an “eConsult Provided” email, from OTN, to the email address associated to your OTNhub account. If a delegate relationship exists, both you and the delegate will receive this email.

Note: while the submission of the eConsult through the Ocean Toolbar cannot be used by Delegates, the retrieval of the eConsult response can be.

Hello **Dr. eConTest1 CoERef1**,

Dr. eConTest4 CoECons4 has **provided consult** for case [360819745](#).

Thank you,
On behalf of the Ontario eConsult Service
[Access the Ontario eConsult Service at OTNhub.ca](#)

For any questions please contact the **eConsult Centre of Excellence** at eConsultCOE@toh.ca

Note: This e-mail address is not monitored for replies. Please do not reply to this e-mail.

Once the email has been received, you or the delegate can log in to the OTNhub, click the “Launch eConsult” button and review the “Needs Attention” folder. Alternatively, you can click on the Case ID number in the notification email which will automatically launch the OTNhub.ca and navigate you directly to the case following login.

After reviewing the case details, you can decide whether to:

- Respond to the case and ask a clarifying question, or
- Close the case as resolved (this action moves the case from “Needs Attention” to the “Completed” folder)

For more information on the standard web-based workflow for completing eConsults, watch our [video](#).

If working with a delegate, you can leverage existing messaging workflows within TELUS PS Suite between yourself and the delegate to work through the case review and decision process for next steps as needed.

Once the case has been completed (and the survey questions responded to), you or the delegate can pull the completed case information from OTNhub to put back into the appropriate TELUS PS Suite patient record.

5.2 Retrieving eConsult response/record from OTNhub and entering it into patient chart.

There are two options for pulling the eConsult response/record back into the patient chart in TELUS PS Suite: (1) copying text only, or (2) exporting and saving a PDF copy.

Option 1 – Text Only

You or the delegate login to OTNhub.ca and navigate to the eConsult in the Completed folder.

Highlight the applicable text, and right click and select copy, or use the Ctrl/Cmd + C shortcut.

Requester [Dr. eConTest1 CoERef1](#)

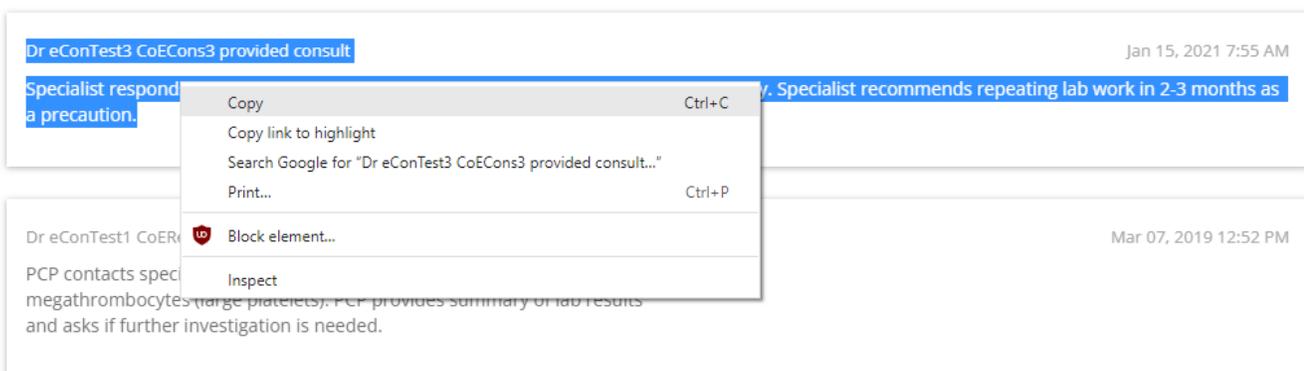
Specialist [Dr. eConTest3 CoECons3](#)

Patient [Sarah Jones](#), Female, 3 years old (OHIP number not available)

Case ID 114076839



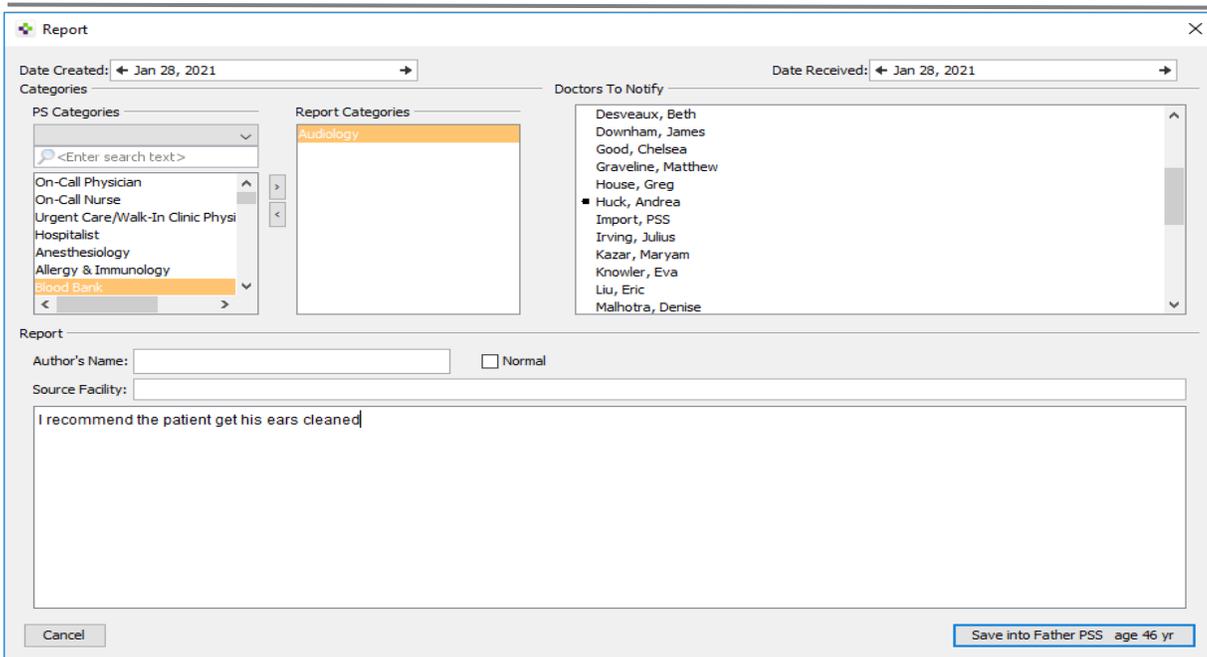
 Add Note



The screenshot shows a web interface with a text block highlighted in blue. The text reads: "Dr eConTest3 CoECons3 provided consult" followed by a date and time "Jan 15, 2021 7:55 AM". Below this, another line of text is highlighted: "Specialist responds with a precaution." followed by "Specialist recommends repeating lab work in 2-3 months as". A right-click context menu is open over the second highlighted line, showing options: Copy (Ctrl+C), Copy link to highlight, Search Google for "Dr eConTest3 CoECons3 provided consult...", Print... (Ctrl+P), Block element..., and Inspect. Below this, another text block is visible with a date and time "Mar 07, 2019 12:52 PM".

Navigate to TELUS PS Suite and open the corresponding patient Record to copy the response into.

Once in the correct patient record, go to Data -> New Report (Ctrl/Cmd + R)



In the new Report window, you will have the option to change the dates in the “date created” and “dates received” fields.

TIP: Right clicking in the white “date” field will open a calendar to make the date selection easier.

Choose the appropriate PS Categories, to categorize the report. You can start typing the name of the specialty in the search field or scroll to the appropriate category and double click or use the arrows to move the desired category into the Report Categories window, to the right.

Delegate only: In the Doctors to Notify list, the delegate should choose the provider to notify. This will send the selected provider a message with the default subject “Review Test Results”.

You may choose to put the Specialists name in the Author field (and/or complete the Source Facility field). Doing this will make this information visible, within the Report progress note, in the patient chart.

The copied text response from the Specialist in OTN should be pasted (Ctrl/Cmd + V) into the white text field in this window.

Once the report window is complete, click “Save into Patient xxx,xxx, age xx”.

This will close the report window and create a progress note in the patient’s chart (and send a message to the provider, if Doctor to Notify has been selected).

Dec 29, 2021	Audiology	OTHR
Dr. Hearsalot		
Received: Dec 29, 2021		
Recommend patient cleans his ears		

Option 2 – Adding PDF copy

You or the delegate log in to OTNhub.ca and navigate to the eConsult in the Completed folder.

Click on the “Download PDF” button which will download the file into the default download location (likely your computer’s downloads folder). Cut and paste the file to another location/directory, if necessary to ensure appropriate storage of PHI.

Requester [Dr. eConTest1 CoERef1](#)

Specialist [Dr. eConTest3 CoECons3](#)

Patient [Sarah Jones, Female, 3 years old \(OHIP number not available\)](#)

Case ID 114076839

[Add Note](#)

Dr eConTest3 CoECons3 provided consult Jan 15, 2021 7:55 AM

Specialist responds that platelet count is normal so no immediate follow-up is necessary.
Specialist recommends repeating lab work in 2-3 months as a precaution.

Dr eConTest1 CoERef1 submitted new case Mar 07, 2019 12:52 PM

PCP contacts specialist about newborn girl whose lab work revealed megathrombocytes (large platelets). PCP provides summary of lab results and asks if further investigation is needed.

Example Report:



Consultation Report (created on January 28, 2021)

Referrer: **Dr. eConTest1 CoERef1**

Referrers Billing Code: 252525

Specialist: **Dr. eConTest3 CoECons3**

Patient:

First Name: Eric

Middle Name

Last Name: **Green**

DOB: **1968-02-21**

Gender: **Male**

OHIP: **OHIP number not available**

Patient Consent: **Patient Consent not available**

Case ID: 125295455

Dr eConTest3 CoECons3 provided consult on May 22, 2019 01:28 PM

One of the prescribed medications causes high levels of cortisol binding and can affect test accuracy. Specialist: advises an alternative method for testing cortisol that should be more accurate.

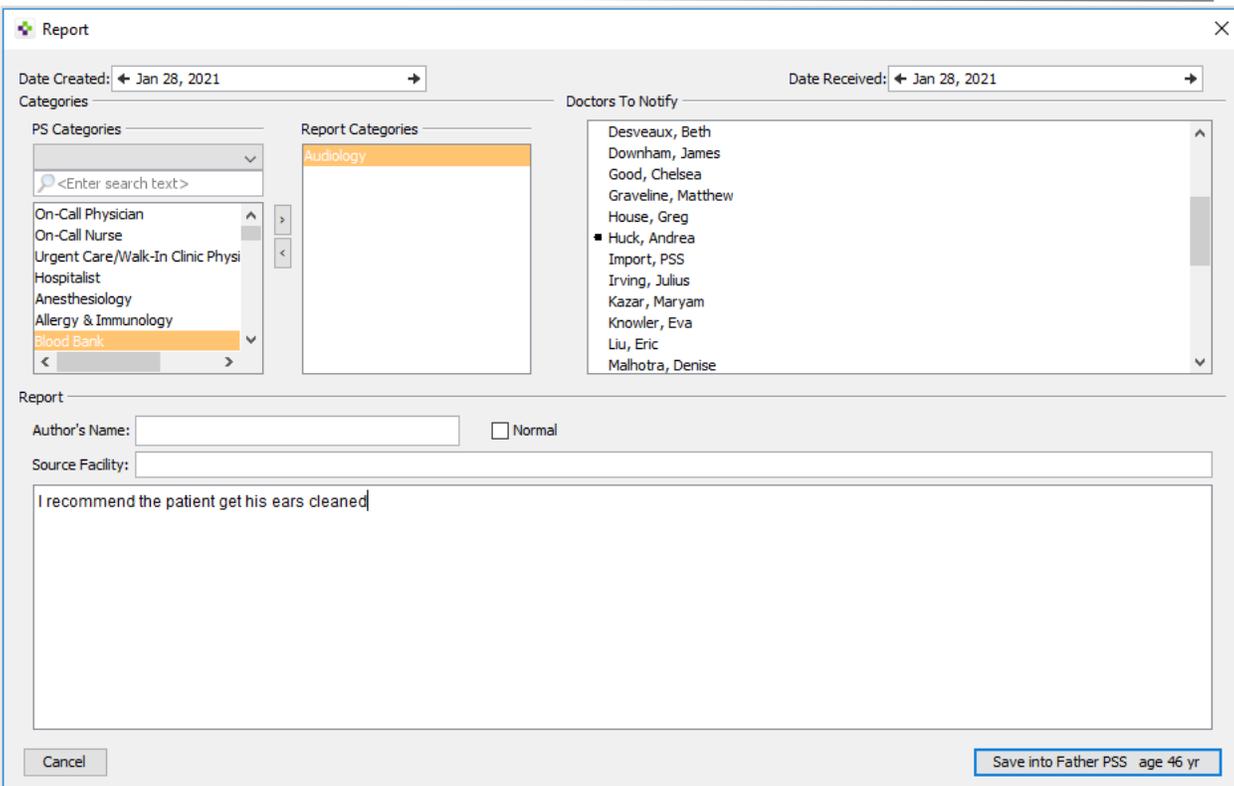
Dr eConTest1 CoERef1 submitted new case on May 22, 2019 01:26 PM

Seeking advice on how to manage a 51 year-old man with unusually high cortisol levels. The patient suffers from multiple conditions, including anxiety and chronic migraines, and is on several medications. I have included a list of symptoms and prescriptions.

This form contains confidential personal health information that is subject to PHIPA. It is intended for authorized recipients only. Unauthorized access, distribution or retention is forbidden. Contact the referring physician or OTN at 1.866.434.6561 if you've received this form in error.

Navigate to PS Suite and open the appropriate Patient Record.

Once in the correct patient record, click on Data ->New Report (Ctrl/Cmd + R)



In the new Report window, you will have the option to change the dates in the “date created” and “dates received” fields. TIP: Right clicking in the white “date” field will open a calendar to make the date selection easier.

Choose the appropriate PS Categories, to categorize the report. You can start typing the name of the specialty in the search field or scroll to the appropriate category and double click or use the arrows to move the desired category into the Report Categories window, to the right.

Delegate only: In the Doctors to Notify list, the delegate should choose the provider to notify. This will send the selected provider a message with the default subject “Review Test Results”.

You may choose to put the Specialists name in the Author field (and/or complete the Source Facility field). Doing this will make this information visible, within the Report progress note, in the patient chart.

Optional: the provider or delegate may choose to also copy (from OTN) the text response from the Specialist and paste it into the white text field in this window.

Once the report window is complete, click “Save into Patient xxx,xxx, age xx”.

This will close the report window and create a progress note in the patient’s chart (and send a message to the provider, if Doctor to Notify has been selected).

Dec 29, 2021	Audiology	OTHR
Dr. Hearsalot		
Received: Dec 29, 2021		
Recommend patient cleans his ears		

You then have the option to add/attach the PDF from OTN (including the specialist response) to the new Report progress note in the patient’s chart.

To attach this report, you can simply drag and drop the downloaded/saved file onto the report date. Doing this will add the “paper clip” icon, denoting an attachment, to the report, which can be opened and reviewed later by clicking on the paper clip icon.

□ Jan 28, 2021 
Dr. eConTest3
Received: May 22, 2019

Hematology

AH

□	AH→AH	Review Test Results	Jan 28, 2021 21:09	Date Due: 2021/02/25
	Hematology on Jan 28, 2021			
	Quick Archive	Archive	Reply	Forward
	Append			

IMPORTANT NOTE: Once the eConsult case information has been attached to Patient Record in PS Suite, it is highly recommended to permanently delete the download from your computer and/or downloads folder to ensure proper storage of PHI.

5.3 Billing for eConsult within TELUS PS Suite.

Once the response from the specialist has been received and the eConsult case has been completed, you can also right click on the date of the progress note, in TELUS PS Suite, and select ‘Bill This Note’. This will open the bill book to initiate the billing of the K738 billing code. Please note the following link to review the eligibility to bill the OHIP K738 Billing code: <https://dropbox.otn.ca/econsult/oma-ohip-payments-quik-ref.pdf>

□ Jul 15, 2021  OTN eConsult

Collapse
Change Note Date...
Attach Diagnosis Code...
Attach Diagnosis Diabetes (Dm-250.1)
Bill This Note
Deselect All Notes
Mark Note as Unfinished
Mark Note as Reviewed
Send a Message About This Note
Send a Critical Follow-Up Message About This Note
View Note Change History
View Note Reviewers
Make Into Special Note...
Lock Note
Delete Note
Create "OTN eConsult" Flowsheet
Create "OTN eConsult" Flowsheet for Patient