E-consult orders can be created for the following specialties: Gastroenterology, Endocrinology, Rheumatology, Hematology, and Cardiology.

**Placing the E-Consult Order**

1. In the **Plan activity**, search for the **E-Consult** order. Choose the correct department.

2. The order composer will open. The order contains a text field with questions and wildcards (**`). All wildcards must be addressed for the order to be signed.

3. Accept and sign the order.

4. Once the order is signed, an E-Consult message is sent to the corresponding specialist.
Initiating the E-Consult Encounter

InBasket

1. The E-Consult order is received in InBasket. Navigate to your InBasket. Look for and select the E-Consult folder.

   - Tip: This may be a pooled folder that is seen by other providers. Sort the messages to see which tasks are not taken by others.

2. In the toolbar above the message, look for the button. Clicking this begins the E-Consult encounter.

3. The Chart/Encounter opens to the E-Consult activity. This provides the necessary documentation tools for the encounter.
4. Add speed buttons for your Initial Reply and Subsequent Replies to your Side Bar.
   - Click the 📝 at the top of the Side Bar to open Notes Personalization.
   - Search for the AMB E-CONSULT SPECIALIST INITIAL REPLY SmartText in the SmartText field.
   - Copy and paste the name of the SmartText into the Caption field to name the speed button.
   - Click Accept.

   - Repeat steps a – d to add a Subsequent Reply speed button with the AMB E-CONSULT SPECIALIST SUBSEQUENT REPLY SmartText.

Note: Providers must set the note to “Sign on saving note” for each note created in this workflow.
5. When you are ready to send the chart back to the Primary Care provider, make sure to change the option at the bottom of the **Send Chart** section to **Send on Exiting Workspace**.

6. After the specialist creates the E-Consult encounter and performs step 5 the Primary Care provider will be able to access the encounter in the same way through InBasket.

7. The Primary Care provider will use blank notes to communicate back to the specialist. Note: Providers must set the note to “Sign on saving note” for each note created in this workflow.
8. When you are ready to send the chart back to the specialist provider make sure to change the option at the bottom of the Send Chart section to **Send on Exiting Workspace**.

![Send on Exiting Workspace](image)

9. Once the Primary Care provider has reviewed the recommendations and a follow-up plan is in place, the Primary Care provider needs to sign the encounter.
   - **Click the Sign Visit tab from within the E-Consult encounter to sign the visit.**

   ![Sign Visit](image)

   - **Note:** The specialist will never sign the encounter.