

## Work Flow

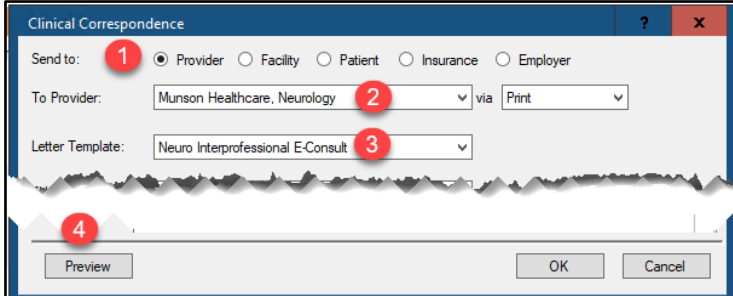
1. PCP identifies the patient's need for a Neuro Interprofessional E-Consult
2. PCP counsels the patient on the Neuro Interprofessional E-Consultation process:
  - It is a records review and assessment by the neurologist
  - Neurologist will provide a written assessment to the PCP
  - PCP will follow up with the patient
  - It is a billable service by the neurologist that may result in a copay or coinsurance
  - It is not a face-to-face visit and does not establish a doctor-patient relationship with the Neurologist
3. PCP obtains patient verbal consent for Neuro Interprofessional E-Consultation
4. PCP completes the Neuro Interprofessional E-Consultation form in Intergy EHR and assigns it to referral staff
5. PCP orders Neuro Interprofessional E-Consultation referral and assigns it to referral staff
6. Referral staff processes the referral
7. Neurologist reviews and responds within two weeks
  - If requested, verbal consultation is coordinated
8. Neurologist sends an interprofessional e-consult note to the PCP
9. PCP follows up with patient

## Generating the Neuro Interprofessional E-Consult Form

The Neuro Interprofessional E-Consult form must be provided with the neuro Interprofessional E-Consult referral order. It includes a checklist of required information and documentation including the patients' current and historical headache symptoms and treatment.

Generate the Neuro Interprofessional E-Consult in the Clinical Correspondence component.

1. Click the Provider option
2. Select Munson Healthcare, Neurology as the To Provider
3. Select the Neuro Interprofessional E-Consult Letter Template
4. Click Preview



# Neuro Interprofessional E-Consults for Providers

Intergy EHR, Ambulatory JOB AID

The patient has been counseled, has acknowledged understanding and has agreed that the inter-professional e-consult with the Neurologist:

- is a billable service that may result in a co-pay
- does not establish a Doctor-Patient relationship with the Neurologist

The following documentation must accompany the referral:

- office note containing relevant history, exam, and medical decision making
- reports for any relevant imaging

Complete the following if not clearly stated in the office note:

Age of onset of any headache type:  
 Onset date of current headache:  
 Description of headache:  
 Frequency of headache (days per month) with number of debilitating headaches:  
 Duration of headache:  
 Current preventative treatment:  
 Current rescue treatment:  
 Response to current rescue treatment:  
 Frequency of use of any rescue (OTC or prescription):

Complete as much of the following as possible:

Previous preventative medication including dose, length of trial and side effects:  
 Previous rescue medications including dose, effectiveness and side effects:

Consultation includes a written assessment. Check below to schedule a verbal discussion.

- verbal discussion

**5**

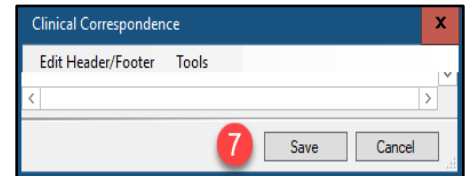
**6**

5. Click Edit
6. Enter responses on the form

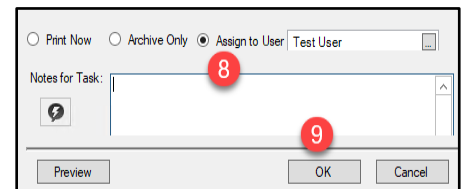
**Provider completes the highlighted sections of the form**

**Referral staff ensures documentation accompanies the referral**

7. Click Save

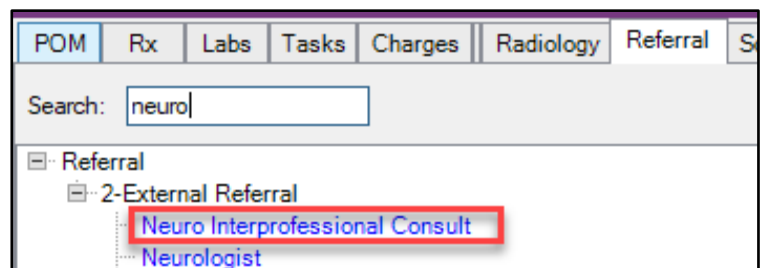


8. Assign to Referral Clerk
9. Click OK



## Creating the Referral Order

Once the Neuro Interprofessional E-Consult form has been completed, create the referral order by choosing Neuro Interprofessional E-Consult from the External Referral group.



## Enter the Order Group Details

1. Ensure the correct diagnosis is selected
2. Choose Munson Healthcare, Neurology as the To Provider
3. \*Click on the Ask at Order Entry tab and complete the Ask at Order Entry question
4. Verify Mark as Ordered is selected
5. Verify Print on Save is checked
6. Click OK

\*If the Neuro Interprofessional E-Consult form has not been done, the referral cannot be processed.

7. Click Save

8. Assign the Referral Correspondence to the referral staff member
9. For urgent referrals add the Urgent Neuro Interprofessional E-Consult quick text to the Notes for Task
10. Click OK