

## JOB AID – CLOSING A CONSULT (PCP) DEC 2016

This job aid is to instruct submitting providers how to close an eConsult after a response from a specialty reviewer.

1. Enter the reply in the dialog box. Then click the “Close eConsult” dropdown menu below the dialog box.

**eConsult Reply**

Patient: KAREN LACTEST Gender: M DOB: 01/01/1970 Specialty: GASTROENTEROLOGY - ADULT ONLY [Referral Information](#)

ORCHID MRN: Provider: Stan Dea (PCP) (213-240-8498) [Physician Profile](#) Specialist: (SR) [Physician Profile](#)

Site: DHS - PCP Test Org (LAC+USC) [DHS01] Site: DHS - Specialist Test Org (LAC+USC)

Diagnosis: OTHER SPECIFIED DISEASES OF LIVER (K76.89) Procedure(s):

**Message:** My Resources:  Consult Dialog History

Thank you for your help. I will close this consult. **Enter your reply here**

11/12/2016 08:51 PM Stan Dea (SR)  
To: Stan Dea (PCP)  
Asymptomatic hepatic cysts do not need further evaluation. Let me know if you have other questions.

11/09/2016 05:35 AM Stan Dea (PCP)  
To: (SR)  
45 year old woman with 1 cm hepatic cyst seen incidentally on ultrasound. Patient is asymptomatic. Please advise.  
Thank you.

Attachment(s): [Add Attachment](#)

Close eConsult: - Choose Reason Code - **CLICK HERE**

[Send Message](#) [Save As Draft](#) [Cancel](#)

2. Choose a reason code from the dropdown menu. In the example below, “Patient Needs Addressed” is chosen.

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Attachment(s): [Add Attachment](#)

Close eConsult: **CHOOSE A CLOSE CODE FROM THE DROPPDOWN MENU**

- ✓ - Choose Reason Code -
- Specialty Change
- Patients Needs Addressed**
- Pending Diagnostics
- Pending Therapeutic Trial
- Cancelled
- Out of Network
- Expired
- Patient Declined Care
- Patient Out of County

Consult Notes: -

Attachments

Date	File Description
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Forms

3. Click on the “Close Consult & Send” button to close the consult.

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[Close Consult & Send](#) [Save As Draft](#) [Cancel](#)