JOB AID – RESUBMITTING AN eCONSULT (PCP)
DEC 2016

This job aid is to instruct Submitting Providers on how to resubmit an eConsult that had been previously submitted and subsequently closed. The re-submission feature will save time in re-entering demographics.

1. After finding the patient's eConsult, the eConsult will open to the eConsult Detail page. To learn how to find a patient's eConsult, see the job aid "Finding an eConsult". Click on the link "Resubmit This eConsult".

2. A confirmation box will pop up. Pick the appropriate specialty (it should automatically choose the original specialty). Then click the "Submit" box.

3. After submitting, the specialties Clarifying page will appear to begin the submission process. Continue completing each tab until the Summary tab is reached to submit the eConsult. Please note: entering a diagnosis and clinical information in required.