Dermatology E-Consult Ordering Through One Chart Link

Review the below information for the dermatology e-consult process using One Chart LINK.

> To use this process, the facility must have a TSA or BSA with Nebraska Medicine, University of Nebraska Medical Center and/or University of Nebraska Medical Center Physicians.

Try It Out –Patient Set-up Needs

1. Log into One Chart LINK.

> The ordering provider must be provisioned in LINK. [CLICK HERE](#) to get registered.

2. If the patient is new to the Nebraska Medicine facility, your clinic or the patient must call to get registered in One Chart.

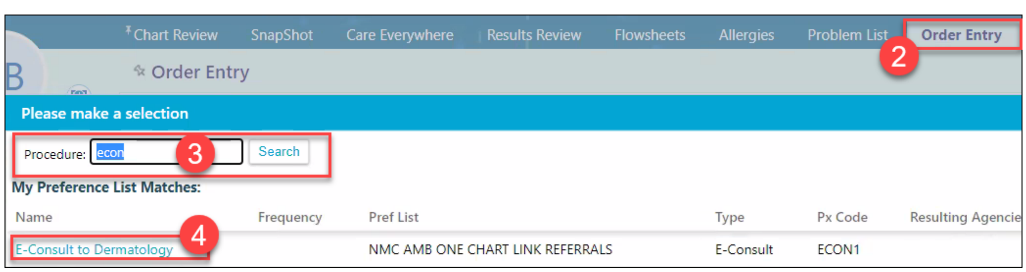
> Dermatology Phone Number: 402-559-6609

Try It Out – Placing the Order

1. Once the patient has a One Chart record, the provider can open the patient's chart in One Chart LINK via:
   - Patient List
   - Search All Patients

> A patient search must include:
> - First Name
> - Last Name
> - Gender
> - Birthdate
> - One more identifying qualifier

2. Go to **Order Entry.**
3. In the order search box, search "econ" or "consult".
4. Select the **E-consult to Dermatology** order.



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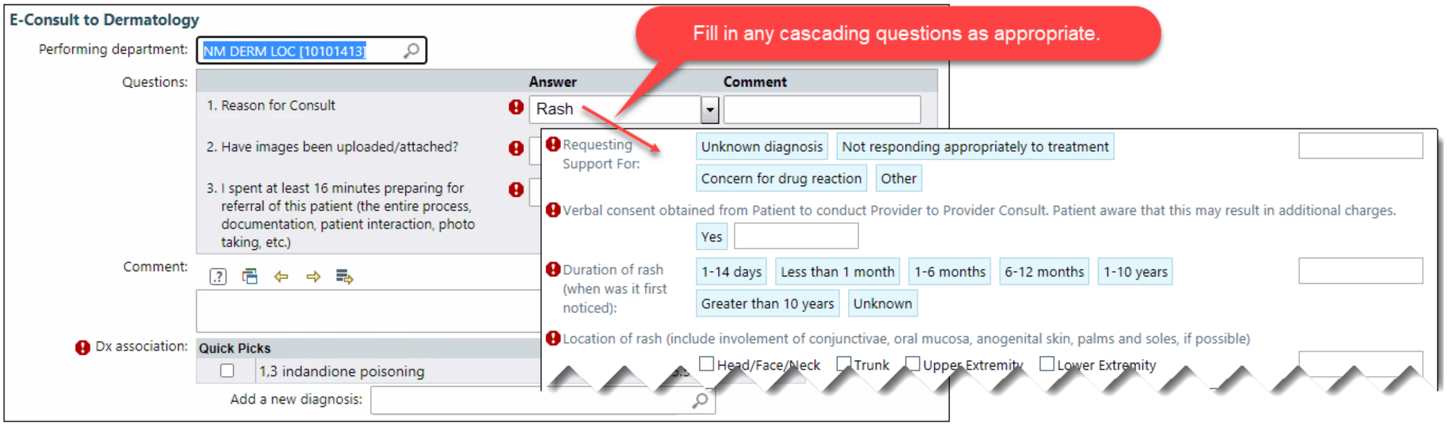
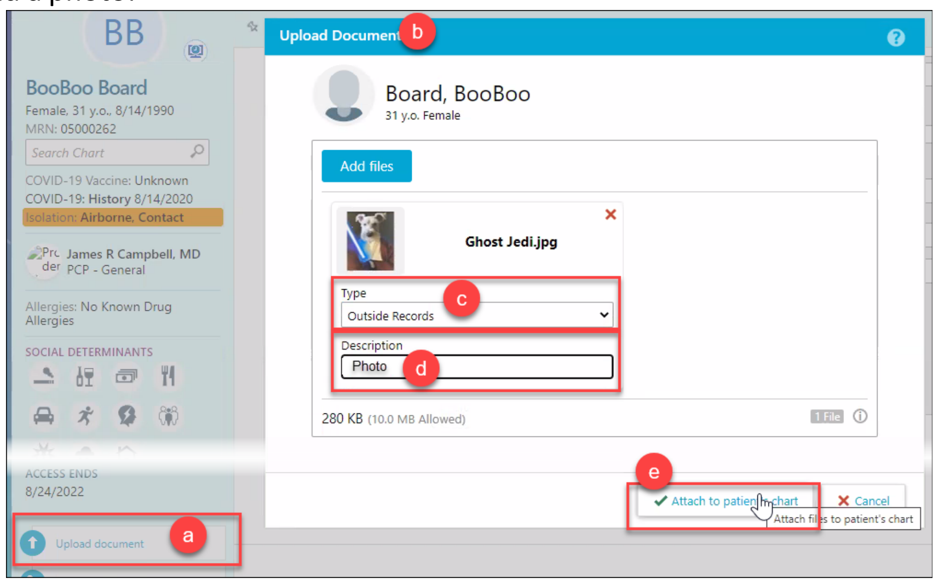
5. Fill out the order questions as appropriate, including any cascading questions.



6. Follow the below steps to upload a photo:
   - Drag and drop the photo file to the "Upload document" section of the patient's storyboard on the bottom left corner.
   - An "Upload document" box will open.
   - Enter the document "Type" as **Outside Records**.
   - Enter the "Description" as **Photo**.
   - Click **Attach to patient's chart**.



!	Any billing would needs would be completed outside of One Chart LINK.

7. **Sign** the order.

Nebraska Medicine Dermatology

The Nebraska Medicine Dermatology department will review the information and send a response back to the One Chart LINK Provider via In Basket.

Try It Out – In Basket

The ordering/requesting One Chart LINK provider will receive a response in the **E-Consults** folder in the In Basket activity.

	A provider can set-up email notification preferences where the system will send an email when there is a new message in the In Basket. To set this up, follow the In Basket Email Notification Preference steps below.

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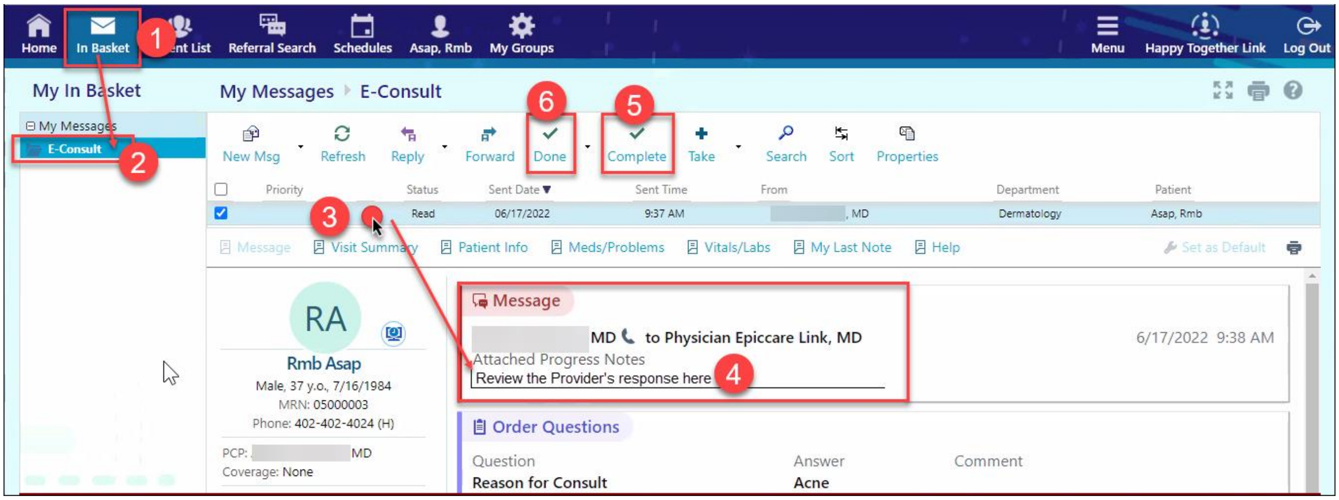
1. Open the **In Basket.**
2. Select the **E-consult** folder.
3. Single-click on the message.
4. Review the information provided in the message.
5. Click **Complete** to mark the message as "complete".
6. Click **Done** to remove the message from the In Basket folder.



!	The ordering provider is responsible to communicate the results and recommendations to the patient as well as place any orders for prescriptions if applicable.

Try It Out – In Basket Email Notification Preference

In order to receive an email notification when a new In Basket message is received, follow the steps below:

1. Click **Menu** in the upper right corner.
2. Select **Settings**.
3. Select **Notification preferences.**
4. Click the appropriate selection boxes for what an email should be sent for.
    - For the E-consult workflow, be sure to select "E-Consult".
5. Enter/Verify the email address listed is appropriate.
6. Click **Accept.**