ORDERS: Completing Inpatient Consults

When a consult order is placed, providers will be able to complete the consult order in Hyperspace using Notes Activity. Providers will also have the ability to dictate their consult note.

The consult order does not take place of communication to the consulting provider.

- **Providers will be responsible for communicating to the consulting provider.**

How it Works

The requesting Provider places the order for consult and notifies the consulting provider. The Patient will appear in your patient list. The patient will also appear on the Available Lists New Consults Physician specialty system list. If you have a Practice Group, the patient will appear on you Practice Group list. You will be notified via Haiku message.

NOTE: When placing the consult order and either entering or searching for the Consulting Provider to enter in the To field and no results yield, select the Override restrictions box to enter the Providers' name.

1. Go to **Patient Lists**, locate your patient, and **double-click** to open the chart.

2. To write a consult note go to **Notes Activity**>**Consults**>**Create in NoteWriter**.

3. Select **RWJBH GEN IP CONSULT** and accept.

4. Select the order to associate the note with the consult order.

5. Complete and sign the note. If prompted associate diagnosis, enter charge/s and accept session.

NOTE: Consult notes must be linked to the consult order and signed **prior** to discharge.

You Can Also

You could also complete the consult note through the Notes Activity and selecting New Note and linking the order.

1. Go to **Notes Activity>Consults>New Note**.

2. Select the Consult order in the sidebar to link to the note.

Dragon DMO

Dictate you note using Dragon DMO in Hyperspace and Haiku/Canto. With Dragon Medical One, speech recognition takes place in a secure cloud. User can create text via speech recognition in any application that accepts written content. DMO is integrated directly with Epic. This allows the user to dictate directly into Epic text fields.

1. To launch M   clic the **ra   n L   in** utton in the h   ers ace tool ar.

2. Login to Dragon.
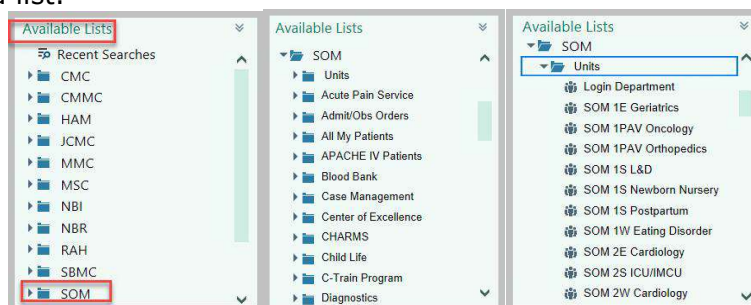3. Dictate and complete the note.

Learn More

Please refer to the **Provider Learning Home Dashboard> Dragon and Mobile Applications** for additional information on using Dragon.

Please refer to the **Provider Learning Home Dashboard>Patient Lists Tipsheet** for additional information about patient list and customization.
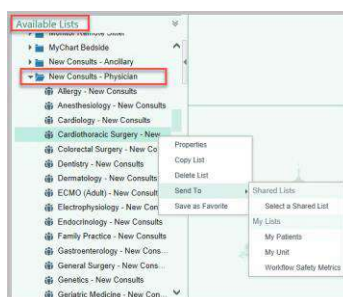
To Move an Available List to My Lists
For ease of access, you can move any Available List to your Lists by right click and send to My Lists.
   1. Under Available Lists, search the Hospital-based lists by unit, Practice Groups, Provider Care Teams, consult order, or other criteria.
        a. Select the desired folder to open the list.
        b. Locate desired list.

   1. Once the desired list is located, ex unit list, Practice Group, New Consults-Physician>Specialty-New Consult, right click and send to desired location under My Lists.

Remember

Selecting the Consult order prior to writing the consult order is an important step. It links the consult order to the note and completes the consult order when the note is signed.

Under Available Lists there are New-Physician Consult per specialty system lists and practice group lists.

The workflow for consults includes the placement of a consult order, communication to the consulting provider, assigning the provider to the patient care team as the consulting provider, writing a consult note and linking the consult order to the note thus completing the consult order.

- **Providers will be responsible for communicating to the consulting provider.**
- The consult order needs to be placed in Epic.
- The order will need to be linked to the note.
- Linking the order with the note completes the order.
- Active orders will be auto-cancelled 2 hours after the patient is discharged. If the consulting provider had not linked the order and signed the consult note prior to discharge, the referring provider will need to place a new consult order.

Version #	Purpose of Change	Author	Date of Change
1.0	Initial Creation	P. John	9/16/21
1.1	Modified	P. John	6/24/2022
1.2	Modified	M.Bauerlein	3/20/2023