

eConsult Quick Reference Guide for Outpatients

What is it?

An eConsult is a **non-emergent** electronic consultation ordered online through Mayo Clinic. When complete, it provides an electronic response from a Mayo Clinic specialist answering a specific clinical question regarding your patient.

Who Can Use It?

If you are not clear if you have the option, call the centralized eConsult coordinator Janet Libe at (319) 361-6741 and she can assist you with this question and process.

eConsult Request

Primary Nurse Role

- **Obtain patient-signed Authorization for Disclosure of Protected Health Information and fax to (319) 368-5581**

Requesting Physician Role

- Go to <https://www.unitypoint.org/cedarrapids/mayo-consult.aspx>
- If UnityPoint computer- short cut for “Mayo Resources” should be on your desktop
- If NOT a UnityPoint computer go to www.stlukesmedstaff.com and click on the Mayo icon at the top right
- Complete patient information section
- Complete requesting physician information section (cell phone is so we can contact you with any questions regarding this eConsult, it is also shared with the Mayo provider responsible for completing the eConsult)
- Enter the primary diagnosis
- Select the primary reason for Mayo eConsult
- State your focused clinical question (limit **ONE** question per eConsult) :
 - The question must be specific to your patient’s medical diagnosis
 - The question must be obvious and succinct
- Enter clinical summary regarding Question (summary of what you want to know as a consultant)
- Select the specialty department at Mayo Clinic where you would like the eConsult reviewed
- Identify additional supporting information to accompany the Clinical Summary. Limit the eConsult materials to reports relevant to the question being asked in the eConsult:
 - **Limited to 25 pages.** Limiting medical record information to documents and timeframes relevant to the medical specialty and clinical question of the requesting physician will improve the quality and efficiency of eConsults
 - **General guideline-** If it is in your EMR, fax it to us. If it is not in your EMR, tell us where, when, and what was done and we will go get it
 - **Clinical Notes** – The clinical note(s) can be the most recent clinical note in your EMR
 - **Reports**
 - **Labs** – Select labs dated within the most recent (6) months only
 - **Images-** We obtain the DICOM images and upload them to Mayo
 - **Pathology-** We request the slides from the performing entity and deliver them to Mayo