

# Quick Reference Guide

## Setting Up My Subscriptions

NEW

Notifications is a new feature available in HEALTHe NL for eConsult!

When using eConsult in HEALTHe NL, it is critical that you understand notifications in order to prevent disruption of the consultation and ensure that you receive important updates on your eConsults.

### Getting Started

1. Open your external HEALTHe NL account from your Regional Health Authority computer or visit <https://healthnl.ca>
2. Click **NOTIFICATIONS** from the left side menu.
3. Click **My Subscriptions**.

The screenshot shows the HEALTHe NL user interface. On the left side, there is a navigation menu with categories: COMMON, PATIENTS, PROVIDERS, WORKLISTS, LINKS, NOTIFICATIONS (highlighted with a red box), MESSAGING, REFERRALS, and SCHEDULING. Under the NOTIFICATIONS category, 'My Subscriptions' is listed. The main content area shows a 'Patient Demographic Search' form with fields for HCN, HCN Type, Name (First Name(s), Last Name), Date of Birth, and Sex/Gender. A 'Search' button is visible at the bottom of the form.

4. Confirm/enter an accurate email address.

#### Please note:

- Defaults have been setup to ensure that you receive a notification from within HEALTHe NL (Portal User Messaging) and a daily summary email.
- If you wish to receive a text message, please ensure that you fill out the "My Mobile Phone Number" field & tick the box next to "Notify by Text Message", as text messages are **not** a defaulted notification delivery method.

**i** Subscriptions are set to administrator defaults.

My Portal Username	joannereceiver
My Email Address	<input type="text" value="joanne.oldford@nlchi.nl.ca"/>
My Mobile Phone Number	<input type="text"/>
My default delivery options	<input checked="" type="checkbox"/> Notify by Portal User Messaging <input type="checkbox"/> Notify by Email <input type="checkbox"/> Notify by Text Message <input checked="" type="checkbox"/> Notify in Daily Summary Email <input type="checkbox"/> Notify in Daily Summary Portal User Messaging

## Notification Delivery Options

Notifications are designed to prompt you to action or view your eConsult.

New eConsult users have been setup with two defaults highlighted below, "Notify by Portal User Messaging" and "Notify in Daily Summary Email". Below is a description of each type of delivery option available to you.

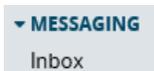
### Notify by Portal User Messaging

- **Defaulted mandatory delivery method\***
- All subscribed notifications will be delivered to your HEALTHe NL Inbox
- Contains patient information and a link to the eConsult
- You can view these notifications in 2 places:

1. Click the Bell icon located to the top right of the HEALTHe NL screen



2. Click the **MESSAGING** tab from the left side menu and then click **Inbox**



### Notify by Email

- Optional delivery method
- If selected, a valid email address must be entered as above
- Notification is delivered as the eConsult is actioned
- Does NOT contain patient information or a link
- Advises you to open HEALTHe NL to action your eConsult

### Notify by Text Message

- Optional delivery method
- If selected, a valid mobile number must be entered as above
- Notification is delivered as the eConsult is actioned
- Does NOT contain patient information or a link
- Advises you to open HEALTHe NL to action your eConsult

### Notify in Daily Summary Email

- **Defaulted optional delivery method\***
- When selected, a valid email address must be entered as above
- Delivered to email once daily, at approximately 5 am
- Does NOT contain patient information or a link
- Provides a count for the previous day's notifications
- Advises you to open HEALTHe NL to action your eConsult

### Notify in Daily Summary Portal User Messaging

- Optional Delivery Method
- Delivered to Portal Inbox once daily
- Does NOT contain patient information or a link
- Provides a count for the previous day's notifications
- Advises you to action your eConsult via the eConsult dashboard

*Be sure to **SAVE** any changes to your notifications at the bottom of the screen!*

# Subscriptions

A selection of subscriptions have also been defaulted that will allow you to receive the minimum and most relevant notifications. Please feel free to add additional subscriptions as well (eg. referral sender: eConsult transferred).

## General Subscriptions

<input type="checkbox"/> Notification	Delivery Options
<input type="checkbox"/> referral sender: eConsult transferred	
<input checked="" type="checkbox"/> referral sender: eConsult reminder - auto close warning	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral sender: eConsult advice provided	Using my defaults <a href="#">Change</a>
<input type="checkbox"/> referral sender: eConsult not assigned	
<input checked="" type="checkbox"/> referral sender: eConsult cancelled	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral sender: eConsult information requested	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral sender: eConsult response	Using my defaults <a href="#">Change</a>
<input type="checkbox"/> referral sender: eConsult accepted	
<input type="checkbox"/> referral sender: eConsult assigned	
<input type="checkbox"/> referral sender: eConsult created	
<input checked="" type="checkbox"/> referral sender: eConsult declined	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral sender: eConsult closed automatically	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral sender: eConsult reminder - sender action due soon	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral sender: eConsult reminder - sender action past due	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral receiver: eConsult assigned	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral receiver: eConsult reminder - receiver action past due	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral receiver: eConsult information provided	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral receiver: eConsult reminder - receiver action due soon	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral receiver: eConsult closed automatically	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral receiver: eConsult reply	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral receiver: eConsult cancelled	Using my defaults <a href="#">Change</a>
<input checked="" type="checkbox"/> referral receiver: eConsult closed	Using my defaults <a href="#">Change</a>

Save

Cancel