



2 MINUTE PEARLS

Editing/Renewing Consults



- Do you sometimes wish that you could go back to edit a consult that you have already submitted?
- Would you like to be able to easily “renew” or create a new consult from a previous consult that you wrote?
- This can be done efficiently from the AHLTA A/P module.

Updated: 29 Nov 2007

To edit or renew a patient's consult:

- 1) Go to A/P Module
- 2) Go to **Order Consults** Tab

The screenshot shows a medical software interface with a sidebar on the left containing a tree view of modules. The main window has a tabbed interface with 'Order Consults' selected. Below the tabs are various form fields for creating or editing a consult, including 'Refer To', 'Specialty', 'Clinic', 'Reason For Request', 'Provisional Diagnosis', 'Consulting Network', 'No. of Visits', 'Auth. Until', 'Consulting Provider', 'Duty Phone', 'Priority', and 'Output Method'. A yellow callout box points to a table titled 'Active Consults' which contains one row of data.

Date Ordered	Primary Dx	Referring Provider	Recipient	Status	Network
05 Mar 2007 0000	DIABETES MELLITUS TYPE II - UN	USER, TEST	CONSULT (SCHEDULED)	Pending Review	Military

You see a list of Active Consults here



Editing An Existing Consult

Note: You can only edit a consult that is still in a pending type of status (i.e. pending review, pending or draft)

Diagnosis | Order Sets | Procedure | Reminders | **Order Consults** | Order Lab | Order Rad | Order Med | Other Therapies

Consulting Network:
 Military / Tricare (SF 513) Civilian (DD 2161) Refresh List My Info...

Refer To: <none> No. of Visits: Auth. Until: Specialty: Clinic: Consulting Provider:

Reason For Request

Provisional Diagnosis

Clear Save As Draft Sign Commit Print

Active Consults

Date Ordered	Primary Dx	Referring Provider	Recipient	Status
05 Mar 2007 0000	DIABETES MELLITUS TYPE II - UN	USER, TEST	CONSULT (SCHEDULED)	Pending Review

1) **Right** Mouse Click on the consult you wish to edit.

2) Select **Edit** from this menu (If the Edit option is grayed out, then this consult cannot be edited)

- Edit
- Copy As New
- Delete
- Sign Order
- History...

Diagnosis | Order Sets | Procedure | Reminders | **Order Consults** | Order Lab | Order Rad | Order Med | Other Therapies

Consulting Network:
 Military / Tricare (SF 513) Civilian (DD 2161) Refresh List My Info...

Refer To: No. of Visits: Auth. Until:

Specialty:

Clinic: Consulting Provider:

Reason For Request

Consulting Provider's Duty Phone:

Priority:

Output Method:

Provisional Diagnosis Print Preview?

Active Consults					
Date Ordered	Referring Provider	Recipient	Status	Network	
05 Mar 2007	MELLITUS TYPE II - UN	USER, TEST	CONSULT (SCHEDULED)	Pending	Military

3) You can now edit any of the following fields.

- Specialty
- Clinic
- Reason for Request
- Number of Visits
- Consulting Provider
- Priority

4) Select Submit when you have finished editing and you have now replaced the previous consult.



“Renewing” A Consult

AHLTA allows the ability to create a new consult that is a duplicate of a previous one. The new consult can then be edited as needed.

Important: *This can only be done to a consult that has not been completed. The consult needs to be an “active” consult in order to be renewed.*

1) **Right** Mouse Click on the consult you wish to renew.

2) Select **Copy As New** from this menu

Priority	ICD	Diagnosis	Chronic/Acute	Type	Priority
					▲
					▼
					<>

Diagnosis | Order Sets | Procedure | Reminders | **Order Consults** | Order Lab | Order Rad | Order Med | Other Therapies

Consulting Network: Military / Tricare (SF 513) Civilian (DD 2161)

Refresh List My Info...

Consulting Provider's Duty Phone: []

Priority: Routine

Output Method: Send Electronically

Print []

Clear Save As Draft Sign Submit

Active Consults						
Date Ordered	Primary Dx	Referring Provider	Recipient	Status		
13 Jun 2007 1023	DIABETES MELLITUS TYPE II - UN	USER, TEST	CONSULT (SCHEDULED)	Pending Review	M	

- Edit
- Copy As New
- Delete
- Sign Order
- History...

Diagnosis | Order Sets | Procedure | Reminders | **Order Consults** | Order Lab | Order Rad | Order Med | Other Therapies

Consulting Network:
 Military / Tricare (SF 513) Civilian (DD 2161) Refresh List My Info...

Refer To: No. of Visits: Auth. Until:

Specialty:

Clinic: Consulting Provider:

Reason For Request

Consulting Provider's Duty Phone:

Priority:

Output Method:

Provisional Diagnosis Print Preview?

Clear Save As Draft Sign **Submit**

Active Consults					
Date Ordered	Referring Provider	Recipient	Status	Network	
05 Mar 2007	DIABETES MELLITUS TYPE II - UN	USER, TEST	CONSULT (SCHEDULED)	Pending	Military

3) You can now edit any of the following fields.

- Specialty
- Clinic
- Reason for Request
- Number of Visits
- Consulting Provider
- Priority

4) Select **Submit** when you have finished editing and you have now created a new consult.



For More Information...



- AMEDD AHLTA Homepage
 - <https://www.us.army.mil/suite/page/406> (AKO password required)
- AHLTA Video Tutorials
 - Currently: <https://www.us.army.mil/suite/page/406> (AKO password required)
 - Future: <http://www-nmcp.mar.med.navy.mil/AHLTA/AHLTA%20Training%20Tools/index.html>
 - I would appreciate any feedback or suggestions you have for future **AHLTA 2 Minute Pearls**. Please contact me at the following:
 - **LTC Ron Moody, MD (AHLTA Program Office)**
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