



2 MINUTE PEARLS

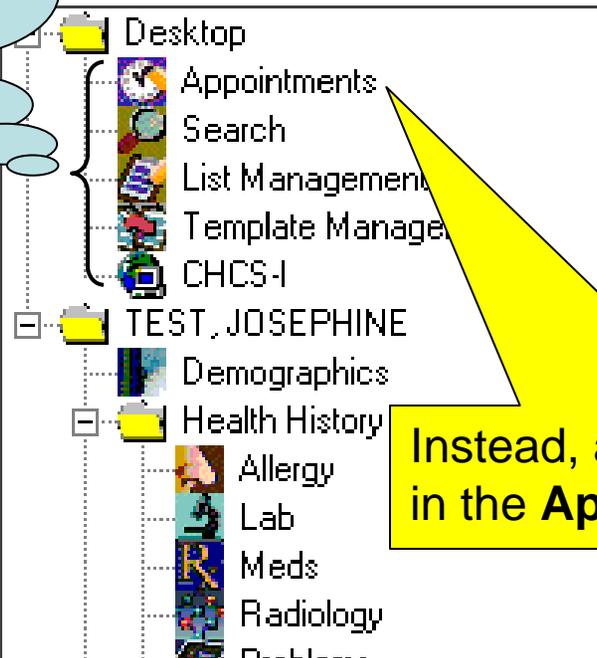
Using TelCons in Failover Mode



- Even though the Telephone Consult (TelCon) module is not available when AHLTA is in Failover Mode, you can still create, receive, manage, and sign TelCons using the AHLTA Appointment module!
- You must change your Appointment settings to view your TelCons – it is not set as a default.
- You can generate new TelCons from the Appointment module during Failover.

What About TelCons Looks Different In Failover Mode?

In Failover Mode, the Telephone Consults module is not displayed in the Folder List.



Instead, all TelCons are displayed in the **Appointments** module.

Change Your Default Appointment Selections

SMITH, SNUFFERDO 01/488-57-3108 11yo F FM: CPO DOB:05 May 1997

Folder List

Change Selections ... My Appointments in CARDIOLOGY CLN (BACA) for Today plus Incomplete.

Appt. Date/Time	Patient	Status	Reason for Visit	FMP/SSN	CheckIn Time	Type	Classification	Home Phone
11 Aug 2008 1611	SMITH, SNUFFERDO	InProgress	test templates	01/488573108	11 Aug 2008 1612	ACUTE APPT	Outpatient	360 2250000

To change your Appointment default settings while in failover mode:

1. Open the **Appointment** module
2. Click the **Change Selections** button
3. Select to view Appointments and TelCons and click **OK**

Note: The Appointments module displays all incomplete (in-progress) TelCons from the current day and all previous incomplete TelCons.

Create A TelCon From The Appointment Screen

The screenshot shows the 'Military Clinical Desktop - Appointments (Privacy Act of 1974/FOUO)' window. The 'Action Bar' at the top contains several icons, with the 'New Appt' icon circled in red. A yellow callout box points to this icon with the text: '1. Click the **New Appt** icon on the *Action Bar*'. Below the 'New Appt' icon, the 'Appointment Type' list is visible, with 'TELEPHONE CONSULT (T-CON*) 10' circled in red. A second yellow callout box points to this option with the text: '2. Select **Telephone Consult** from the **Appointment Type** list'. A third yellow callout box points to the bottom of the appointment form with the text: '3. Complete as you would for any appointment.' The appointment form itself shows patient information for SMITH, SNUFFERDO, and various appointment details like Date & Time, Assigned Clinic, and Appointment Classification.

1. Click the **New Appt icon on the *Action Bar***

2. Select **Telephone Consult from the **Appointment Type** list**

3. Complete as you would for any appointment.

Note: The new TelCon will appear on the provider's Appointment screen.

Summary

- Use the **Appointments** module to manage TelCons in Failover Mode.
- **Change Selections** on the Appointment screen to view TelCons during Failover.
- Generate **new TelCons** using the New Appointment icon.



For More Information...



- AMEDD AHLTA Homepage
 - <https://www.us.army.mil/suite/page/406> (AKO password required)
- AHLTA Video Tutorials
 - AKO: <https://www.us.army.mil/suite/page/406> (AKO password required)
 - Build 3.3 Web-training:
<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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