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.

To edit or renew a patient's consult:
1) Go to A/P Module
2) Go to **Order Consults** Tab

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)

The screen shows a software interface with tabs: 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 Dia...   □ Print

[Clear] [Save As Draft] [Sign] [...omit]

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

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

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

Context menu:
- 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: CONSULT (SCHEDULED)
No. of Visits: 3 Auth. Until: 13 Jul 2007

Specialty: INTERNAL MEDICINE

Clinic: INTERNAL MEDICINE CLINIC

Consulting Provider: <none>

Reason For Request ▼
Patient with uncontrolled DM II despite 2 year trial of multiple oral meds. Believe patient is candidate for initiation of insulin therapy. Please evaluate for possible insulin treatment and education.

Consulting Provider's Duty Phone:

Priority: Routine

Output Method: Send Electronically Only

☐ Print Preview?

Provisional Diagnosis ▼
DIABETES MELLITUS TYPE II UNCONTROLLED

Clear | Save As Draft | Sign | Submit

Active Consults

Date Ordered		Referring Provider	Recipient	Status	Netwo
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.

SUAREZ, EDUARDO A 20/454-72-3217 45yo M LCDR DOB:10 Sep 1961

Folder List

- Desktop
  - Alert Review
  - Appointments
  - Telephone Consults
  - Search
  - Patient List
  - Consult Log
  - Co-signs
  - New Results
  - Reports
  - Tools
    - Template Manager
    - List Management
    - Questionnaire Setup
    - Screening Notifica
    - Reminder Mapping
  - Sign Orders
  - CHCS-I
  - Immunizations Admin
- SUAREZ, EDUARDO A
  - Demographics
  - Health History
    - Problems
    - Meds
    - Allergy
    - Wellness
    - Immunizat
    - Vital Signs
    - PKC Coup
    - Readiness
    - Patient Questionna
  - Lab
  - Radiology
  - Clinical Notes
  - Previous Encounters
  - Flowsheets
  - Current Encounter
    - Screening
    - Vital Signs Entry
    - S/O
    - A/P
    - Disposition

Priority	ICD	Diagnosis	Chronic/Acute	Type

Priority ▲ ▼ < >

Tabs: 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...

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

2) Select Copy As New from this menu

Consulting Provider's Duty Phone:
Priority: Routine
Output Method: Send Electronically

☐ Print Now?

Provisional Diagnosis

Clear   Save As Draft   Sign   Submit

Active Consults

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

Menu:
- 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: [CONSULT (SCHEDULED)]   No. of Visits: [3] Auth. Until: [13 Jul 2007]

Specialty: [INTERNAL MEDICINE]

Clinic: [INTERNAL MEDICINE CLINIC]   Consulting Provider: [<none>]

Consulting Provider's Duty Phone: [   ]

Reason For Request ▼

Patient with uncontrolled DM II despite 2 year trial of multiple oral meds. Believe patient is candidate for initiation of insulin therapy. Please evaluate for possible insulin treatment and education.

Priority: [Routine]

Output Method: [Send Electronically Only]

☐ Print Preview?

Provisional Diagnosis ▼

DIABETES MELLITUS TYPE [ ] UNCONTROLLED   [Clear] [Save As Draft] [Sign] [**Submit**]

Active Consults

Date Ordered		Referring Provider	Recipient	Status	Netwo
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 created a new consult.

For More Information…

- ## AMEDD AHLTA Homepage

  - https://www.us.army.mil/suite/page/406 (AKO password required)

- ## AHLTA Video Tutorials

  - http://www-nmcp.mar.med.navy.mil/AHLTA/AHLTA%20Training%20Tools/index.html

  ****(If you would like to receive future versions of the AHLTA 2 Minute Pearls directly, please email Lakia Brockenberry at Lakia.Brockenberry@us.army.mil to be added to the distribution list)