# How to Use the Consult Log in AHLTA versions 837 & 838

The consult log function of AHLTA is a useful tool to track consults that you may have submitted to others, or that you have completed for another provider. It is now the default way for providers to access the results of a consult that was previously sent (there will be very few CHCS-legacy e-mails any longer).

The following is a brief walk-through of the consult log, with screenshots, to assist you in using this tool.

1. **Open the Consult Log.**
    This is done as shown below, clicking on the "Consult Log" icon in the folder list



**Consult log icon – click here; easiest method to access**

The consult log can also be opened by using the menu. Choose Go➜Consult log, as shown below:



**Click here from 'Go' menu with patient selected – more tedious**

Once the consult log is open, it will look something like this:



The general consult log screen with the usual defaults

## 2. **Change the display options.**

The current default is to show all consults submitted by you or to you that have appointments today. To change the display, click on the "Change Selections…" or "Options" button. Unfortunately, the consult log does not currently save the default settings for how you would like to view consults if you attempt to change the Appointment Dates:



**Can use either Change Selections… or Options to open this dialog box**

**One date**

**Range of dates**

**The consult log options box with the default on top and adjusted on the bottom**

The boxes are fairly self explanatory. Here is a brief explanation, with recommended settings for getting the results of consults requested:

a. **Consults For**. You can choose consults that were submitted by you to another specialty, or you can select the consults that were submitted to you. Recommendation: Consults From Me

b. **Consult Status Selection**. This option allows you to narrow the field based upon whether the consult as been completed, appointed, or any of the other options. Recommendation: Completed

c. **Appointment Dates**. When the patient was seen in the consultant's clinic. Choosing all will list all appointments available in AHLTA. You can also choose to display consults for which an appointment has not been made.
Recommendation: Use date range to select past 2-4 weeks (or shorter based upon your frequency of checking the log)

d. **Consult Order Dates**. The date the consult was entered into the system. The system defaults to the past month. This is ok if the patient gets seen within a month of the consult request, but sometimes that doesn't happen. Choosing all dates will ensure you don't miss a consult. Recommendation: All

e. **Optional Fields**. If you want any of this data displayed once a new log is generated, you can choose these. Believe the warning that it will slow down the load time, so only choose one of these if you really, really need that information.
Recommendation: Leave all unselected

Once you are happy with the choices you have made, click ok to get the new log (example below). Just remember that the current version of AHLTA will not save any of these options as defaults, you must take the time to change each time you view the consult log.

**Adjusting the Appointment Dates to provide a range of dates**

When you change the Appointment Date to a range, you will get this error message…several times…just click through them until gone. Carry on.

Here is an example of the log generated when the recommended settings above are used.



This now provides a range of consults based on appointment dates. The dates can be any range you desire.

You can access completed consults from either the Consult Log or via Previous Encounters….below is the Previous Encounters method:



**Then click the 'View All' radio button if the consult appointment is not one of the four most recent encounters**

**Scroll down to the encounter you want and click on it to view the note in the reader pane (this one)**

**With or without an open encounter, click on the 'Previous Encounters' icon.**

If you have any questions, please contact one of the AHLTA Regional Champions/Consultants and we will be glad to assist you as needed.

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Please note that there are additional How To's and FAQ's on the USAFP Web Site (www.usafp.org → Med_Tech_PDA → CHCSII/AHLTA Page

Contents of these pages drafted by the AHLTA Regional Champions/Consultants, with additional input from LCDR Kari Heber at Naval Hospital, Bremerton, WA.

Using the Consult Log function in AHLTA Build 838 – it is essentially the same as for 837 but without the VB Script errors:



Build 838 - Consult Log – Changing the defaults

After changing the defaults:



**No VBScript errors to click through. 838 will accept the changes; however, as with 837, changes are not permanent.**

SF 513 Print Preview:



This view allows one to preview what the printed SF 513 looks like…a more aesthetic view and that can be printed and hand-carried, if necessary.

You can also review the consult history:



This presents the history of the consult so the provider can track where it is in the system, and what has been done with it…a sorely needed feature (and not in CHCS I)

Future capabilities…something to look forward to…Build 844:



Upon opening the module, the system selects and displays the first "new" result.

Consults will now appear in the Review New Results module when completed

All display options available to the user in a result type's respective module are available.

Result preview pane.

Of note, click on the consult and it also appears in the results preview pane