

Community Information Integration (CII)

How to Send Consults to Alberta Netcare PS Suite EMR

January 2022

Four simple steps to participate in CII:

1. Learn about [CII and readiness requirements](#)
2. Learn how CII works with your EMR (this document):
 - How to send consults
 - Learn about the Community Encounter Digest (optional)
3. Submit CII [Confirmation of Participation form](#)
4. CII on-boarding and go-live with AH eHealth Support Services
(eHSS will be in touch with you after you submit CII COP form)

**Total time to go live on CII: three weeks to three months*

Our team is here to help you!

Email us to ask how: cii-specialty@albertadoctors.org



ACTT
Accelerating Change
Transformation Team

Alberta
Netcare
ELECTRONIC HEALTH RECORD




Information in this document

- How to send consults to Alberta Netcare
- How to keep consults confidential (not send to Alberta Netcare)
- Encounter data and the Community Encounter Digest (CED) - optional feature

Sending Consult Reports to Alberta Netcare

Once configuration steps have been completed and the clinic is enabled:

1. Start a letter as normal ('Ctrl' or 'Command' + 'L').
2. The **Addressees** window opens. Use one of the following methods:
 - a. If the **"To:"** field is blank, manually select the letter addressee in the using the address book  or the 'One-Time Address'.
 - b. If the **"To:"** field is populated correctly, click at the **end** of the name in the **"To:"** field and press spacebar.
3. Select the **'Eligible for Encounter Data Extract'** check box that has **appeared**.

*Note: although the checkbox uses the terminology 'Encounter Data Extract', it will only make the consult letter and any attachments flow to Alberta Netcare. No other encounter information will be sent.
4. Complete the letter as normal including attachments as appropriate.
5. Mark the letter as **Finished** (if it is not already) and close the patient's record.

Note: if a team member creates the letter, they must be:

A. Configured to send letters to Alberta Netcare

AND

B. Working under a supervising physician or choose letterhead for a physician/provider who is configured to send letters to Alberta Netcare.

Sending Consult Reports to Alberta Netcare

Addressees [X]

To:

Dr. Mickey Mouse Dr. Mickey Mouse
Disneyworld
Calgary, AB

Add Pending Consult
 Eligible for Encounter Data Extract

One-Time Address This Patient

Jun 8, 2020 Lab Manual Result (

RIFS Screen
RIFS Referral

Jul 8, 2021 Letter

Needs Printing

To: Dr. Mickey Mouse Phone: 403-999-9322

Dear Dr. Mickey Mouse:

Re: Sarah Test Jan 1, 1995 Age: 26 yr HN: 12519-13

Sample Letter.....

Sincerely,
Dr. Barbra McCaffrey

Show Letter Attachment List

Collapse

Change Note Date...

Attach Diagnosis Code...

Bill This Note

Deselect All Notes

Finish

Mark Note as Reviewed

Send a Message About This Note

Send a Critical Follow-Up Message About This Note

View Note Change History

Keeping Consult Reports Confidential – Recommended Method

To keep a consult report confidential, **leave the ‘Eligible for Encounter Data Extract’ checkbox unchecked** when creating a new consult letter.

The screenshot shows a window titled "Addressee" with a search bar containing "Dr. Mickey Mouse". Below the search bar, the address "Dr. Mickey Mouse, Disneyworld, Calgary, AB" is displayed. There are two buttons: "One-Time Address" and "This Patient". To the right of the address, there are two checkboxes: "Add Pending Consult" (unchecked) and "Eligible for Encounter Data Extract" (unchecked). A large red "X" is drawn over the "Eligible for Encounter Data Extract" checkbox.

For more information:

- For detailed EMR information, see the [PS Suite EMR CII/CPAR Guide](#)
- For information on sending encounters to Alberta Netcare: [How to Send Encounters in PS Suite](#)
- To learn how to get started with CII: [Get Started Today](#)
- For more information or support contact the team at: cii-specialty@albertadoctors.org