

HOW TO REQUEST AN E-CONSULT

Step 1. Select the service line

Step 2. Scroll to the “E-Consult” appointment type

The screenshot shows a web form for requesting an appointment. At the top right, there are two buttons: "Single Appt" (selected) and "Multiple". Below this, there are several input fields: "When?" with a date range "August 30, 2024 - October 30, 2024" and a "frequency: see time" link; "Preferred Day(s)" with "Anyday" selected; "Preferred Timeframe" with "AnyTime" selected; and "Preferred Provider" with "- ANY PROVIDER -" selected. Below these are two dropdown menus: "Program/Service*" with "Dermatology" selected and "Type*" with "E-Consult" selected. At the bottom left, there is a button labeled "Refer Only" which is highlighted with a green border. At the bottom right, there are three buttons: "Save as Favorite", "Clear Favorite", and "Reset Search". Red arrows point from the text above to the "Dermatology" dropdown, the "E-Consult" dropdown, and the "Refer Only" button. Red boxes highlight the "Dermatology" dropdown, the "E-Consult" dropdown, and the "Refer Only" button.

Step 3. Once complete, select “Refer Only”

Other Info:

- You will be prompted to upload files (such as medical records, labs, and photos where applicable).
- Indicate in the “Notes” section why you are requesting the consultation and include the best phone number where the PCMG specialist may reach you directly.
- **Please also include BEST CONTACT # (daytime and afterhours) in notes.**
- You may also indicate if you prefer only to receive the written report without a phone call from the specialist.