

Community Information Integration (CII)

How to Send Consults to Alberta Netcare PS Suite EMR

November 2021

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



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. In the Addressees window, **manually select*** the letter addressee in the "To:" field.
3. Select the '**Eligible for Encounter Data Extract**' check box.
*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.

*Even if the desired addressee is already in the "To:" field, you must re-select them using the address book.

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

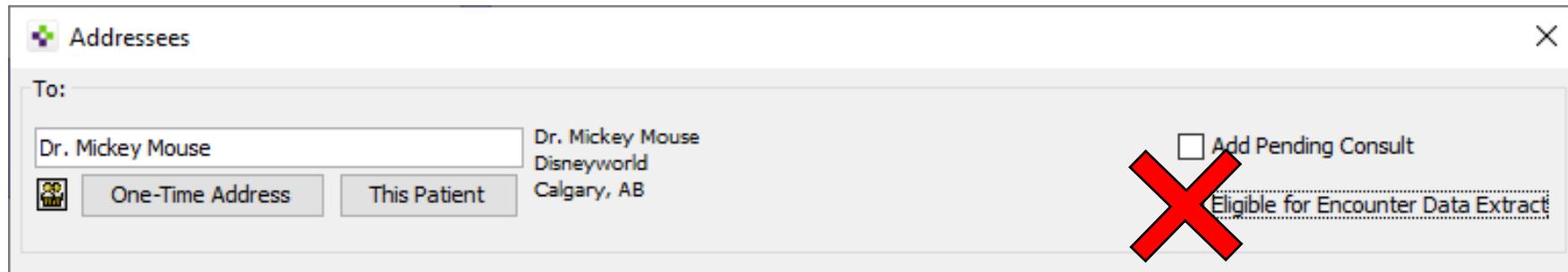
Sample Letter.....

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 software window titled "Addressee" with a close button in the top right corner. Below the title bar, there is a "To:" label. A text input field contains "Dr. Mickey Mouse". To the right of the input field, the text "Dr. Mickey Mouse", "Disneyworld", and "Calgary, AB" is displayed. Below the input field are two buttons: "One-Time Address" and "This Patient". To the right of these buttons, there is a checkbox labeled "Add Pending Consult" which is unchecked. Below the checkbox is a checkbox labeled "Eligible for Encounter Data Extract" which is also 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