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

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. 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:

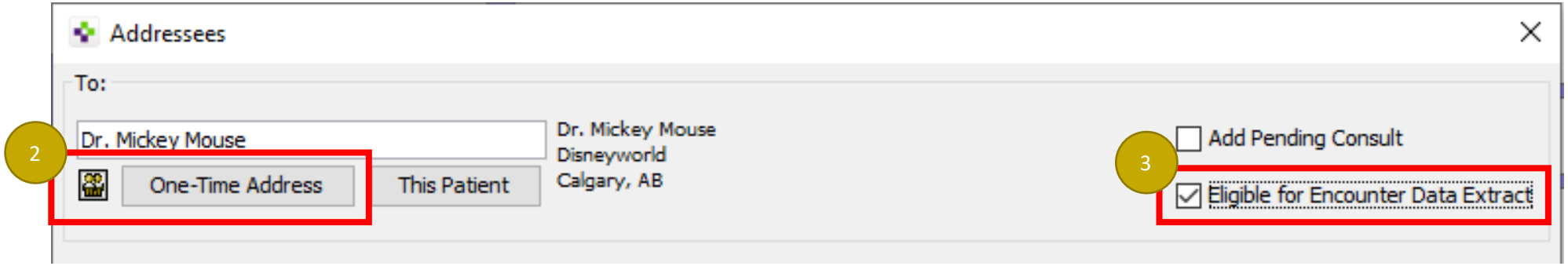
A. Configured to send letters to Alberta Netcare

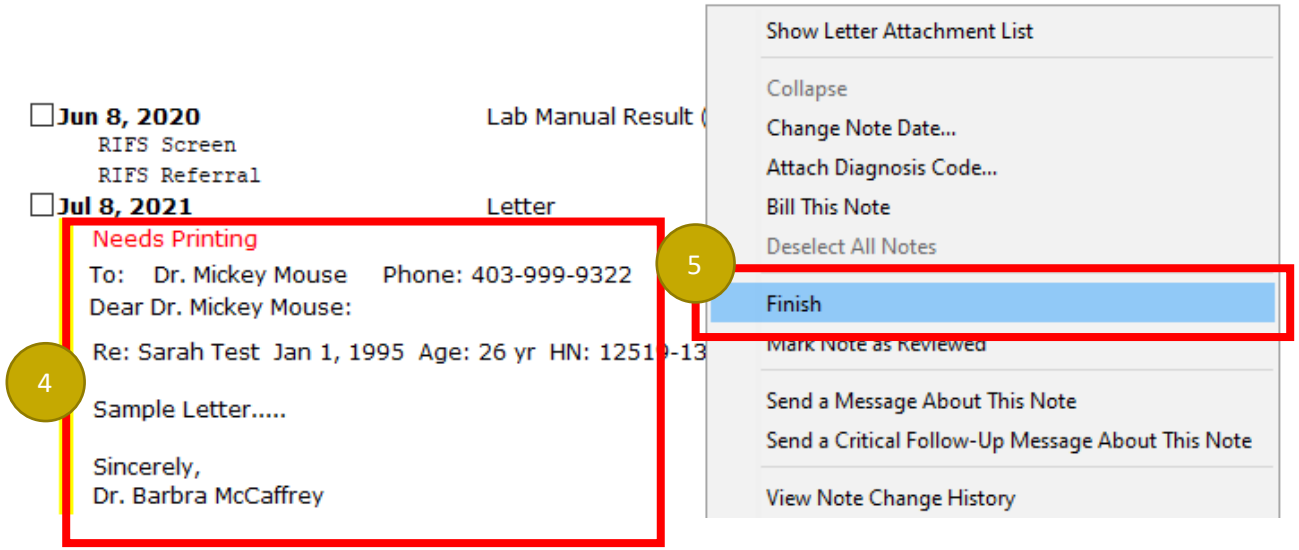
AND

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





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.

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