

# Quick Reference Guide

## eConsult Receiver Availability

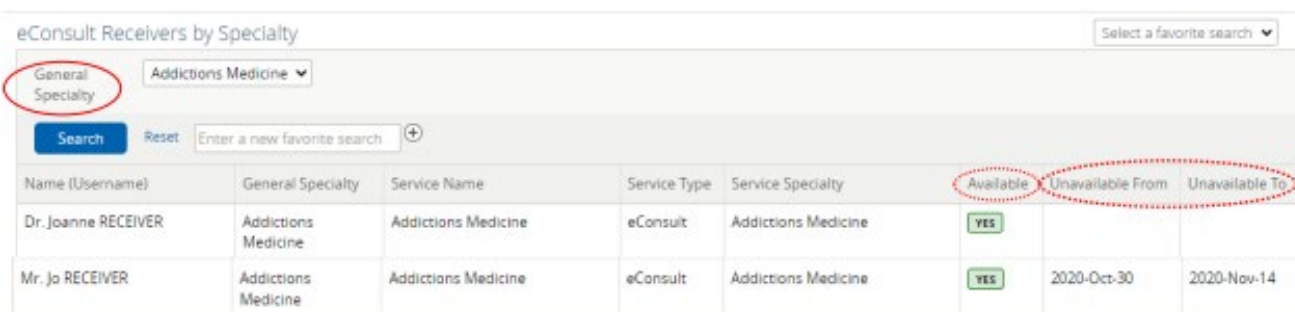
Receivers within a specialty have visibility into the unavailability dates of Receivers within their own specialty. This is helpful to know, especially in specialties that have very few receivers.

To view if other Receivers within your specialty are available to receive eConsults, please follow the below steps:

1. From the main page of HEALTHe NL, click on **REFERRALS** from the left side menu.
2. Select **eConsult Receiver Availability**



3. Select your **General Specialty**.

A screenshot of the 'eConsult Receivers by Specialty' interface. At the top, there is a dropdown menu for 'General Specialty' set to 'Addictions Medicine'. Below this is a search bar with a 'Search' button and a 'Reset' button. The main part of the interface is a table with the following columns: 'Name (Username)', 'General Specialty', 'Service Name', 'Service Type', 'Service Specialty', 'Available', 'Unavailable From', and 'Unavailable To'. The 'Available' column contains 'YES' in a green box. The 'Unavailable From' and 'Unavailable To' columns are circled in red. The table contains two rows of data:

Name (Username)	General Specialty	Service Name	Service Type	Service Specialty	Available	Unavailable From	Unavailable To
Dr. Joanne RECEIVER	Addictions Medicine	Addictions Medicine	eConsult	Addictions Medicine	YES		
Mr. Jo RECEIVER	Addictions Medicine	Addictions Medicine	eConsult	Addictions Medicine	YES	2020-Oct-30	2020-Nov-14

4. Note the **Available** column will indicate if the Receiver is currently available.
5. The date range of unavailability can be viewed in the **Unavailable From** and **To** columns