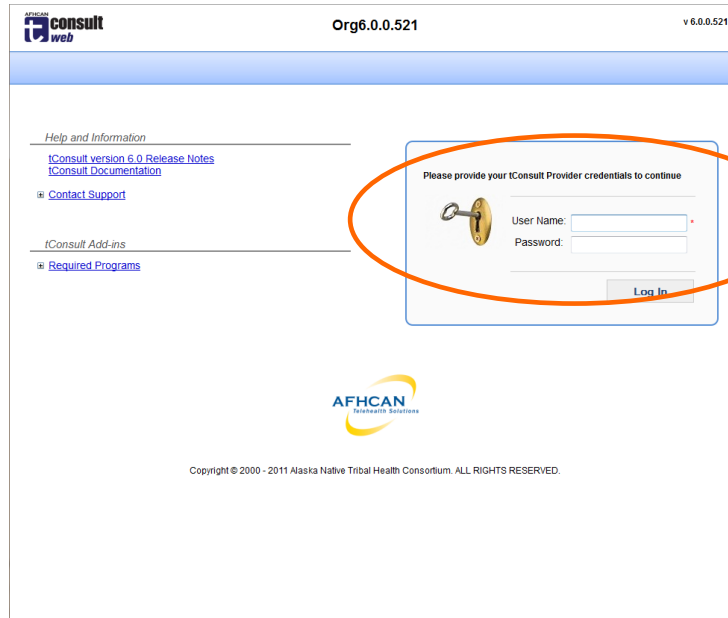


**Background:** tConsult web is designed for reviewing telemedicine cases. With tConsult software versions 4.9 and higher, you can also use the web application to create a new telemedicine case. This guide will illustrate how easy it is to create cases using the web application. It is as easy as 1-2-3!

**Creating a Case -**

**Step 1.**

Open an Internet browser and go to the address provided by your system administrator. The Login screen opens.



**Step 2.**

**Create Case**

Select the "Create Case" or "Patients" icon from the home screen. Enter the patient information and select "Search".

**Patients**

**Patients**

To create a case: 1 Search for your patient 2 If patient's name doesn't appear select Create New Patient 3 Click the Create Case button in the patient's record

Patient Search Create New Patient

**Patient Search**

All fields are optional

Last Name  Starts with

First Name  Starts with

Birth Date  Exact match

SSN  Contains

Primary HR#  Contains

Secondary HR#  Contains

Patient Record Type  Real  Test

Show Patients From  My Organization  Other Organizations

Cancel New Search Search

**Helpful Tip** - The more information you provide the quicker the search will be. Select the patient from the search results.

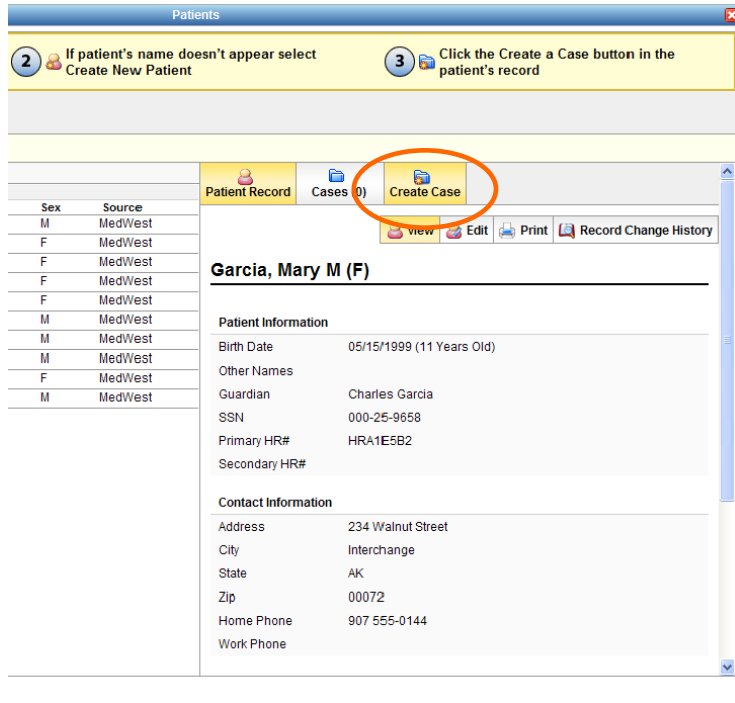
**Patient List**

Search Results (8 Patients)

Last Name, First Name	Birth Date	Gender	Source
BeSe, Adam	04/18/1975	M	Southwest
Culler, Michael	01/16/1973	M	Southwest
Finnigan, Seamus	05/23/1980	M	Southwest
Enghart, Heidi	08/15/1948	F	Southwest
Harrison, Mary	05/16/1961	F	Southwest
Roby, Roger	12/13/1964	M	Southwest
Llyr, Bronwen	04/29/1988	F	Southwest
Potter, Susan	05/13/1975	F	Southwest

# Step 3.

Select "Create Case" from the patient information screen



**Create New Patient Record**

*\*required fields*

**Patient Information**

\*Last Name

\*First Name

Middle Initial

\*Birth Date  mm/dd/yyyy

\*Gender  Male  Female

Other Names

Guardian

SSN  xxx-xx-xxxx

Primary HR#

Secondary HR#

**Contact Information**

Address

City

State

Zip

Home Phone

Work Phone

**Insurance**

Insurance

Other Insurance

Insured Name

Insurance ID

**Patient Record Type**

Real Patient

Test Patient (for training purposes only)

If patient does not appear in your search results select "Create New Patient" to add a new patient. Complete patient demographics and select save.

