

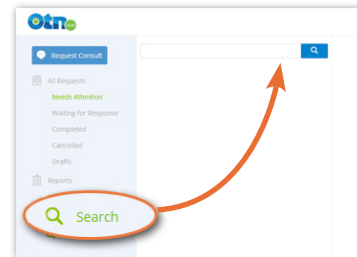


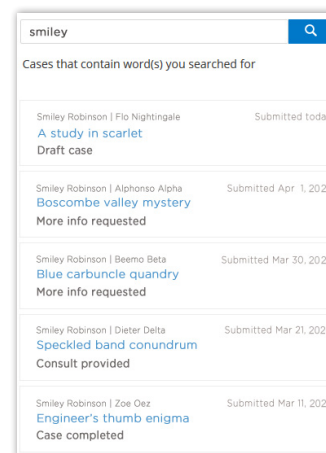
When performing a search, eConsult looks for a match with your search term in the following fields:

- Patient name
- Requester name
- Specialist or Group name
- If a BASE Managed Specialty Group: category and option
- Case ID
- Request description (details of clinical question)
- Notes

1. To view the search field, click  Search at the bottom of action buttons in the left navigation panel.
2. Type the first few letters of your search term in the **Search** field.
  - Type at least two characters in the **Search** field (but less than 128 characters).
  - The search looks for matches *beginning with the first letters* of a field. For example, if you type **smi** the search will find names such as **Smiley** Robinson or Ginger **Smith**. (It will not find **Wesmill** Aardvark or Joe Black**smith**.)
3. To start the search, click  beside the search field. All cases that match your search term appear in the Case List. Results appear in order of priority.
  - Status (draft > in progress > completed)
  - Sent/Received Date (most recent first)
  - The Requester/Specialist last name in alphabetical order.



**Figure 1:** Dashboard search feature



**Figure 2:** Search results list

For technical issues, contact OTN Technical Support at 1-855-654-0888 or [techsupport@otn.ca](mailto:techsupport@otn.ca)  
For Ontario eConsult Program information, contact [eConsultCOE@toh.ca](mailto:eConsultCOE@toh.ca)