INFORMATION REQUIRED

Name of the Service

This is the name of the consult service. It should not exceed 25 characters, including spaces, if at all possible. This name will also be used as the name of the consult worklist in StarPanel.

General Category of the Service

Consult services are currently categorized as Medicine (med), Pediatric (ped), Surgical (srg), and Ancillary (anc). One of these categories will need to be selected for your consult service.

Allowable Consult Priorities

Consults can be ordered as Routine, Urgent, or Emergent. The distinctions between these priorities are described in ConsultWiz on the first screen. Each consult service can determine which of the priorities it wants to allow.

Consult Service Pager

Each consult service is linked to one and only one pager number which is used to contact that service. This can be an actual pager number or a virtual pager number. It is the responsibility of the consult service to make sure that this pager number is rolled over to, or physically handed off to, the person covering the consult service.

Service-Specific Text

When a consult service is selected in ConsultWiz, a second screen appears with a yellow box that contains instructions or additional information specific to that service. This is not required, but it can be helpful if the service wants to reinforce specific information at the time a consult is requested.

PROCEDURE

1. The above information should be collected and sent to the Wiz Team.

2. The Consult Worklist for the new service will be added to StarPanel.

3. A final 'go-live' date will be agreed upon between the consult service and the Wiz Team, at which time the consult service should be prepared to receive pages through ConsultWiz at its designated pager number.

4. Revisions will be made to ConsultWiz on or about the go-live date to include the new consult service as one of the options to select.