



BIDMC Alicanto Consult Administrator's Guide

Division of Clinical Informatics, Beth Israel Deaconess Medical Center

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About Alicanto Consult

Alicanto Consult is an online consultation system that can be used for virtual tumor board or second opinions. It was developed by the Division of Clinical Informatics (DCI) at the Beth Israel Deaconess Medical Center. For more information, contact Yuri Quintana, Chief of DCI, at email yquintan@bidmc.harvard.edu. For technical help using Alicanto, contact help@alicantobidmc.org.



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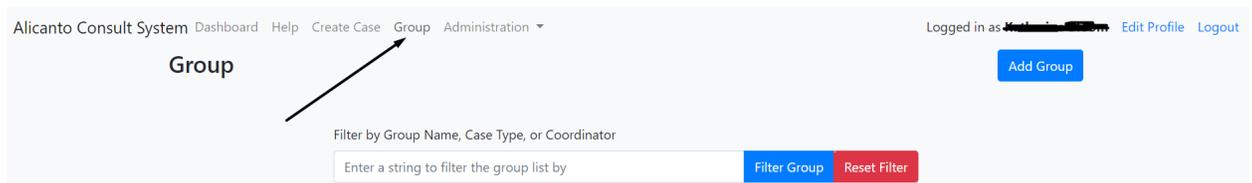
Alicanto Consult Groups

Cases submitted to the Alicanto Consult System are managed in groups. Only members of a group can view and comment on a case. An Alicanto Consult group membership is based on the corresponding Alicanto Group's group members with the same name.

All groups will have one coordinator who will serve as the group's administrator. A coordinator must manage the group's operations, such as adding or removing group members and will be notified of each new case submitted to the group. The coordinator also has additional tools like archiving and deleting cases and sending them to a designated email address. Individual users can also set notifications for new cases by type of case or disease.

You can access your groups in two ways:

1. Accessing the URL directly in your browser's URL bar at <https://consult.bilh.org/channels>.
2. Clicking on the "Group" link in the top navigation bar.



On the group page, you will see all of the groups that you currently belong to. You can filter the list by using the "Filter Group" option at the top by searching for "Group Name", "Case Type", or "Coordinator".

If you are a Consult System Manager or the group coordinator, you will see links to edit or delete the group.

Creating a Group

Currently, only system administrators can create consult groups. If you need a group formed, please contact help@alicantobidmc.org, and we can assist you.



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Editing a Group

As a coordinator, you will be able to edit several options for the group.

* Group

Debug Channel

* Coordinator(s)

Katherine Bloom ✕ Yuri Quintana ✕

Coordinators can add and remove users from groups and manage cases.

Group Email Address

foo@foo.bar

This email address will receive a copy of the case.

Notify Users of New Cases

Katherine Bloom ✕

Users in this list will be notified by email of every single new case created in this group.

Members

Katherine Bloom ✕ William - test Mosby ✕

Disease

Brain Tumor ✕ Breast Cancer ✕ Cervical Cancer ✕

Accepted case types

Patient Referral ✕ Tumor Board ✕ Clinical Trial Referral ✕

Scheduling reasons

Select a Reason for Scheduling

Allow cases from non members

- **Group:** The name of the group. This will be displayed throughout the Consult application. If this matches the name of a group on Alicanto (<https://www.alicantobidmc.org>) then membership of the Alicanto group will be synced to the Consult group whenever they log on the Consult system. You should avoid changing this unless it's necessary.
- **Coordinator:** The coordinator is the manager of the group. This coordinator does not have to be the same as the group leader of the corresponding Alicanto group, but it needs to be a user who has logged on at least once into the Alicanto Consult system. A group is allowed to have more than one coordinator. If you remove a coordinator, they will lose all access to managing the group.
- **Group Email Address:** Adding an optional email address to the group will enable the "Send Case" feature, which will allow a coordinator to send all details of a case to this email address in a tabular format.



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- **Notify Users of New Cases:** Any user added to this field will automatically be notified of *every single new case added to the group*, regardless of their notification settings in their profile.
- **Members:** Consult users who have access to the group. They must have logged in to the Consult system at least once to be added to a group. If they are a member of the corresponding group on Alicanto, they will automatically be added when they log on.
- **Disease:** You can associate diseases with a group using this field. This will narrow the diseases that a user can select when submitting a case. If you don't fill out this field, then all diseases will appear as a possible choice in the disease list when a user is submitting a case.
- **Accepted Case Types:** If filled out, a user will be presented with an additional field when submitted a case, which will allow the user to designate a case type.
- **Scheduling Reasons:** You can associate schedule reasons with a group using this field. This will narrow the reasons for scheduling that a user can select when submitting a case. If you don't fill out this field, then all reasons will appear as a possible choice in the reasons for scheduling field. New reasons for scheduling can be added by emailing help@alicantobidmc.org and requesting them.
- **Allow cases from non-members:** If checked, then any user logged into the Alicanto Consult system can submit a case to this group.

Deleting a Group

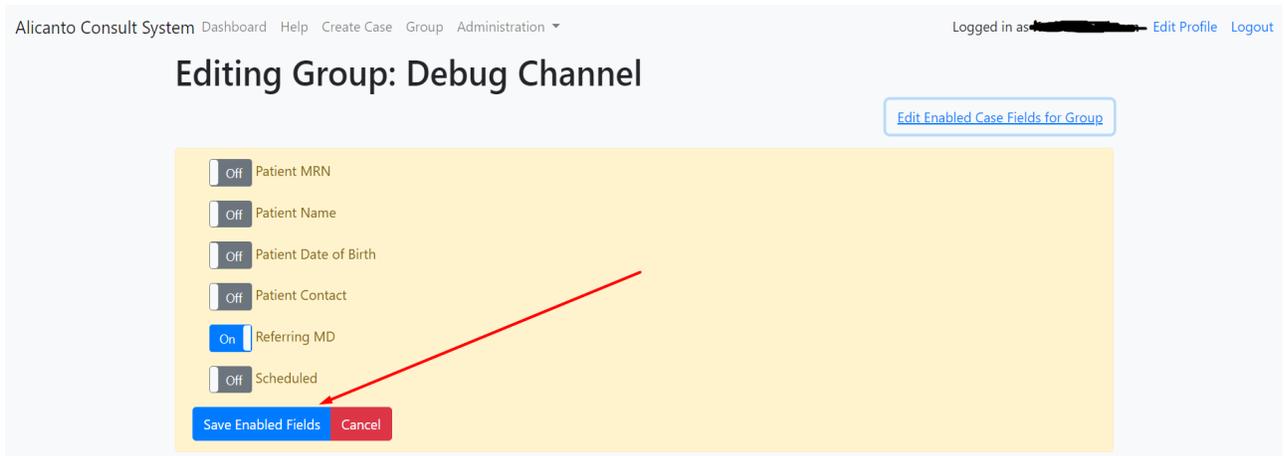
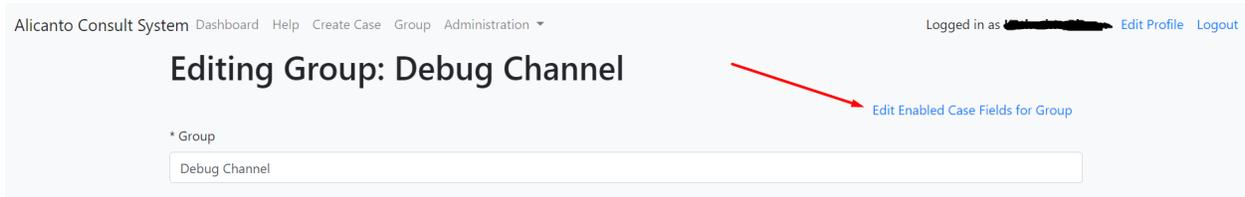
Coordinators are not able to delete a group. If you wish to have your group deleted, please contact help@alicantobidmc.org, and we will assist you.



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Enabling and Disabling Case Fields

As a coordinator, you can enable and disable specific fields on the new case form. To do this, go to the edit group page (instructions above), and you will see a link labeled “Edit Enabled Case Fields for Group”. Click this, and a window will appear with toggle buttons for each field that can be enabled and disabled.



Click on the items you wish to enable or disable and click on the “Save Enabled Fields” button.



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Case Archiving

A group coordinator may archive a case, so it is no longer shown in the dashboard to the group members. Users can change the dashboard to view archived cases but will no longer comment on a case. To archive, a case, access the case you want to archive by clicking on it from the dashboard.



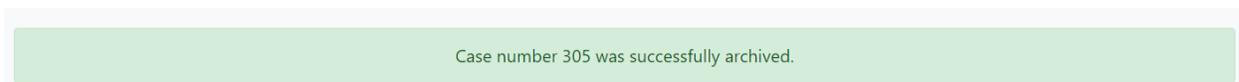
And click on the "Archive" button at the top of the case page.



A pop-up will prompt you to confirm this action.



Press "Ok". If successful, you will see a message indicating that the case has successfully been archived.



You can reverse this action by clicking on the "Unarchive" button and following the same process.





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Emailing a Case

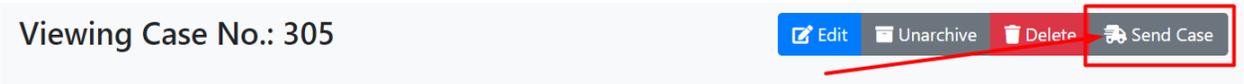
If you have designated a **Group Email Address** for the group, you will see an additional button labeled "Send Case". This will email all details of the case to the group email address so that the recipient can access it without being a Consult user. [See "Editing a Group" for more information on adding a Group Email Address.](#)

To send a case, perform the following steps:

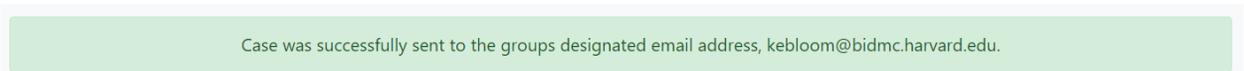
1. Access the case you want to send from the Dashboard



2. Click on the "Send Case" button at the top of the case.



3. The system will alert you that this case has successfully been emailed.



4. The email that was sent will look like this:



consult@bidmc.harvard.edu

Wed 20/01/2021 7:53 AM

To: Bloom, Katherine E (BIDMC - Clinical Informatics)

This case was sent from the Alicanto Consult system on Jan 20, 2021, 7:53:55 AM by [redacted]

Case Details

Name of Case Submitter [redacted]
Case No. 305
Created 12/4/20, 3:26 PM
Patient Name test
Location BIDMC Cancer Center
Group Debug Channel
Case Type
Disease Brain Tumor
Case Description test
Questions for Discussion test 2

To view the case on Alicanto Consult, please click here: <https://consult.bilh.org/case/305>



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System Configuration

Users who have the role of Consult Manager or greater will have additional access to several administration pages, including the ability to manage users, locations, and diseases. This section applies to those users only.

Diseases

Consult Managers can view, add, delete, or modify the list of diseases available to groups or case owners. To access this page:

1. Access the page at this URL: <https://consult.bilh.org/admin/diseases>
2. Access from the Administration dropdown in the navigation toolbar.

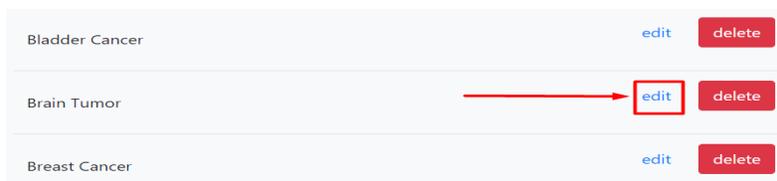
3.



You can filter the disease list, edit a disease name, or delete it from the system on this page.

Editing a Disease

To edit a disease, find it in the Disease list and click the “Edit” button. Edit the name of the disease and then click the Save button. ***This will change the name of the disease for all current and future cases.***

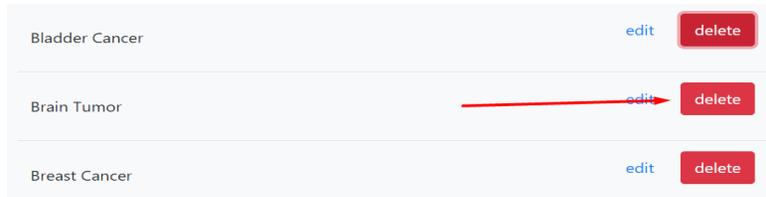


Deleting a Disease

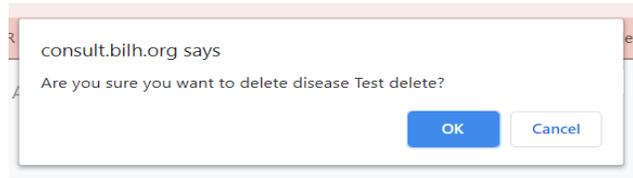
To delete a disease, find it in the Disease list and click the “Delete” button.



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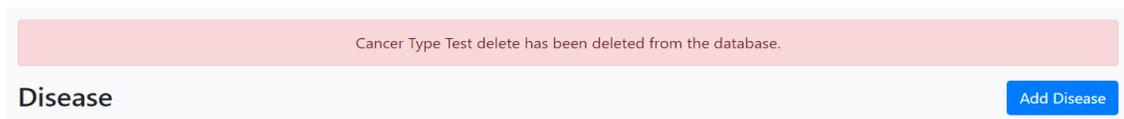


Your browser will display a prompt to confirm this action.



Click "OK" to confirm and delete or "Cancel" to cancel and keep the disease.

The system will display a confirmation that the disease has been deleted.





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Locations

Consult Managers can view, add, delete, or modify the list of locations available to groups or case owners. To access this page:

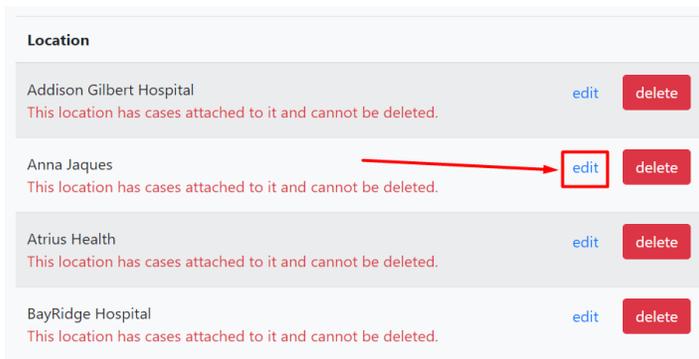
1. Access the URL at <https://consult.bilh.org/admin/location>
2. Access from the Administration dropdown in the navigation toolbar.



You can filter the location list, edit a location name, or delete it from the system on this page.

Editing a Location

To edit a location, find it in the Location list and click the “Edit” button.



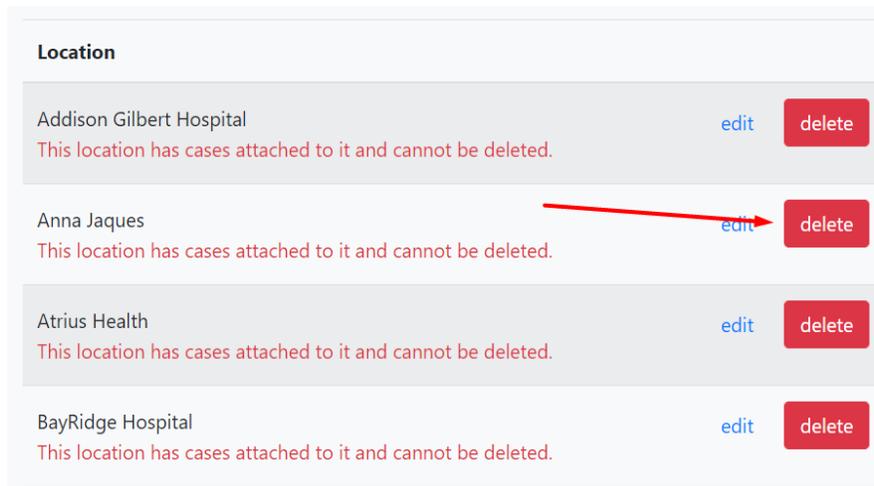
Edit the name of the location and then click the Save button. ***This will change the name of the location for all current and future cases.***



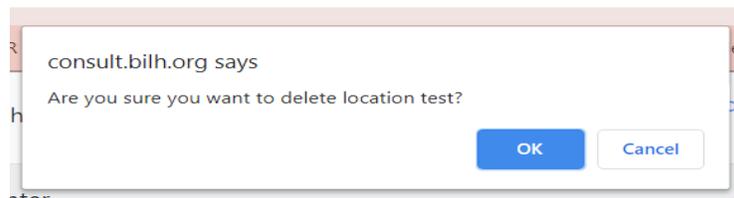
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Deleting a Location

To delete a location, find it in the Location list and click the “Delete” button.



Your browser will display a prompt to confirm this action.



Click “OK” to confirm and delete or “Cancel” to cancel and keep the location.

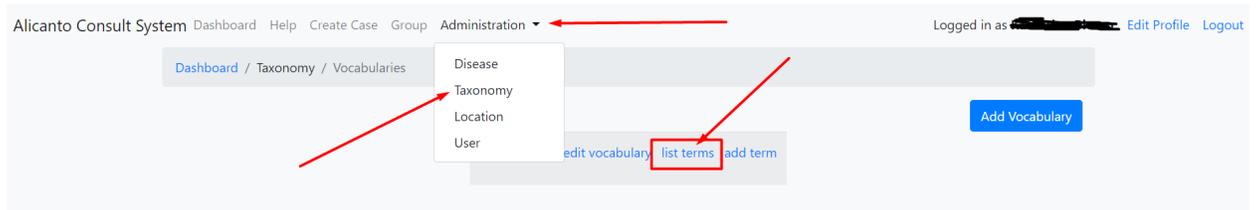


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Case Types

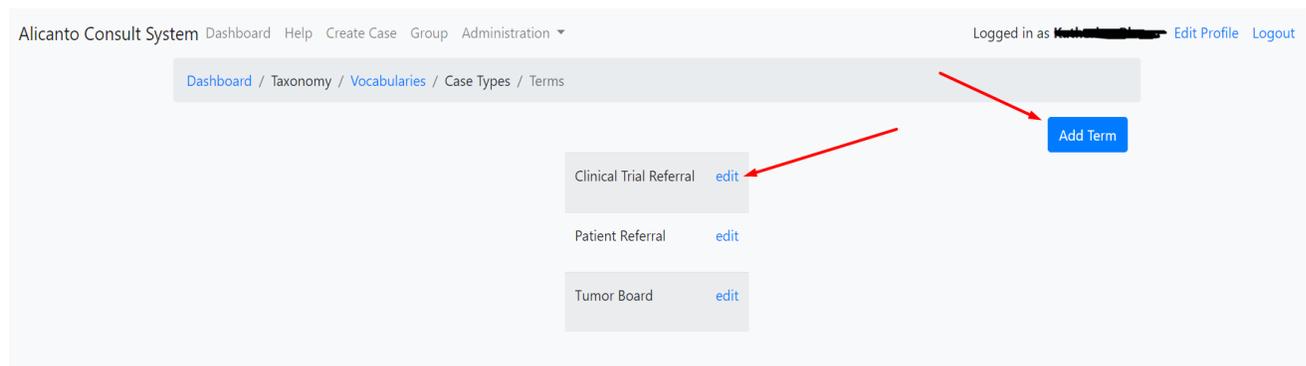
A Consult Manager can add and remove case types. To get to the case type overview page:

1. Go to this web page <https://consult.bilh.org/admin/taxonomy/vocabulary/1/terms>
2. Access is via the administration menu in the main navigation.



Managing Case Types

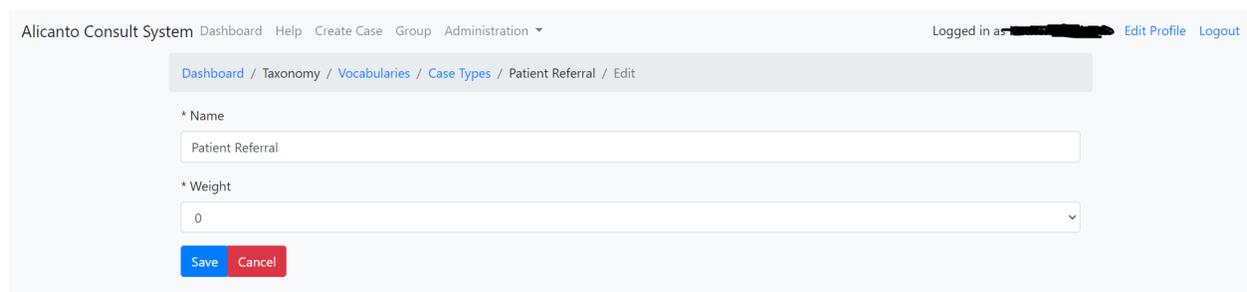
From the case type term overview page, you can view all the case terms currently added to the system and edit them. You can add a new case type by clicking on the blue “Add Term” button or edit an existing term by clicking on the “edit” link next to a current case type.



Editing a Case Type

There are two options for editing an existing case type:

1. Editing the name of the case type. ***This will change the name of the case type for all existing and future cases.***
2. Setting the order that they will appear when presented to the user creates a case screen.



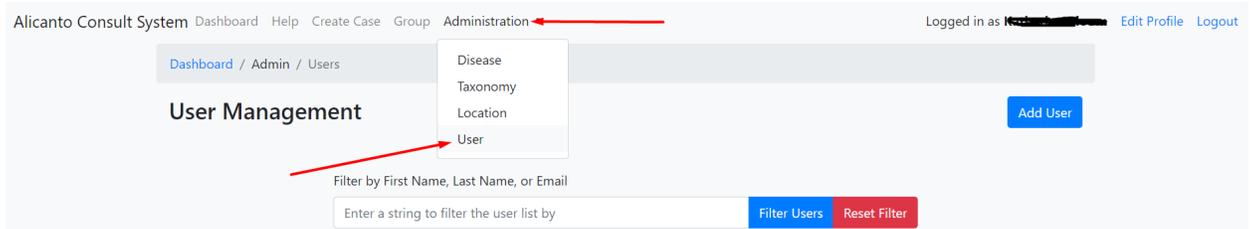


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Users

A Consult Manager can add and remove users. To get to the user overview page:

1. Access the URL in your browser's URL bar directly at <https://consult.bilh.org/admin/users>
2. Access is via the administration menu in the main navigation.



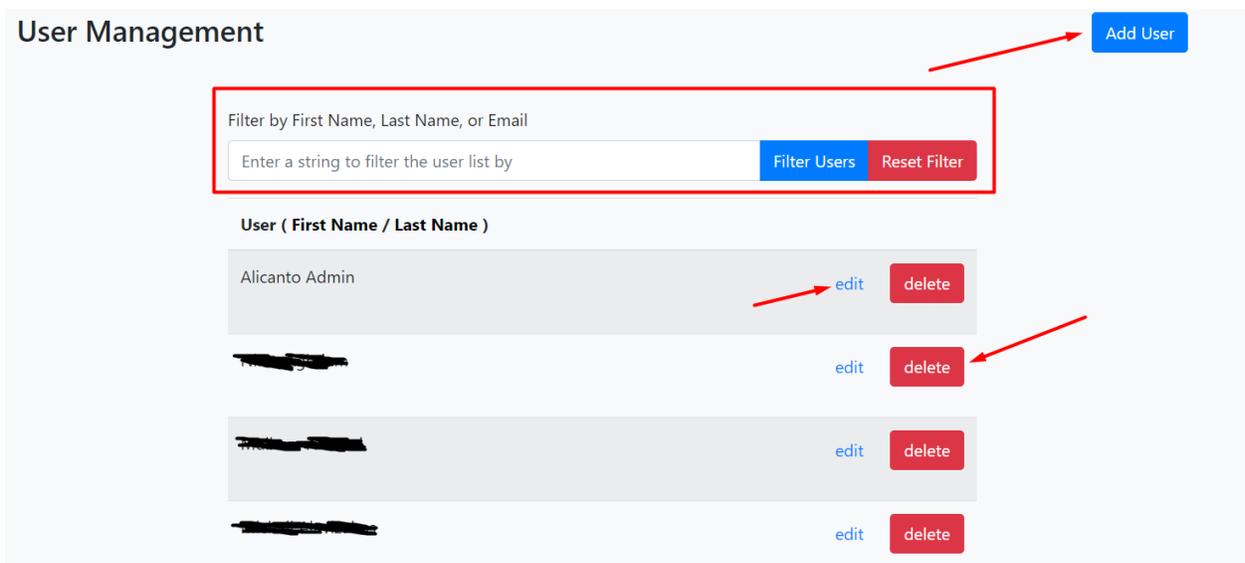
Managing Users

From the user overview page, you can view all the users currently in the system, edit or delete them.

You can add a new user by clicking on the blue “Add User” button or edit an existing user by clicking on the “edit” link next to a current user.

You can delete a user by clicking on the red “delete” button next to an existing user. You cannot delete the coordinator of a group or your user.

You can filter the user list by using the Filter by First Name, Last Name, or Email filter box at the top of the page.





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Editing a User

Managers of the Consult System will be able to edit three fields and all notifications for a user's subscribed groups. Please note only change these if necessary, as each Consult user is linked to an Alicanto user by email, and changing this will render them unable to log on. The user's First and Last fields are automatically updated when the user logs on to the system.

The screenshot shows a form with three input fields. The first field is labeled "First Name" and contains the text "Alicanto". The second field is labeled "Last Name" and contains the text "Admin". The third field is labeled "* Email" and contains the text "admin@alicantocloud.com".

Deleting a User

To delete a user, find it in the User list and click the "Delete" button.

The screenshot shows a user list interface. At the top, there is a search filter labeled "Filter by First Name, Last Name, or Email" with the text "test" entered. Below the filter are two buttons: "Filter Users" (blue) and "Reset Filter" (red). The list contains several rows of user information, with names redacted. Each row has "edit" and "delete" buttons. A red arrow points to the "delete" button for the user "Test User".

Your browser will display a prompt to confirm this action.

The screenshot shows a browser confirmation dialog box. The title bar says "consult.bilh.org says". The main text reads: "Are you sure you want to delete the user Test User?" followed by "***This decision is irreversible and will remove any cases associated with this user! ***". At the bottom, there are two buttons: "OK" (blue) and "Cancel" (white).

Click "OK" to confirm and delete or "Cancel" to cancel and keep the user.