



BIDMC Alicanto Consult User Guide

Division of Clinical Informatics, Beth Israel Deaconess Medical Center

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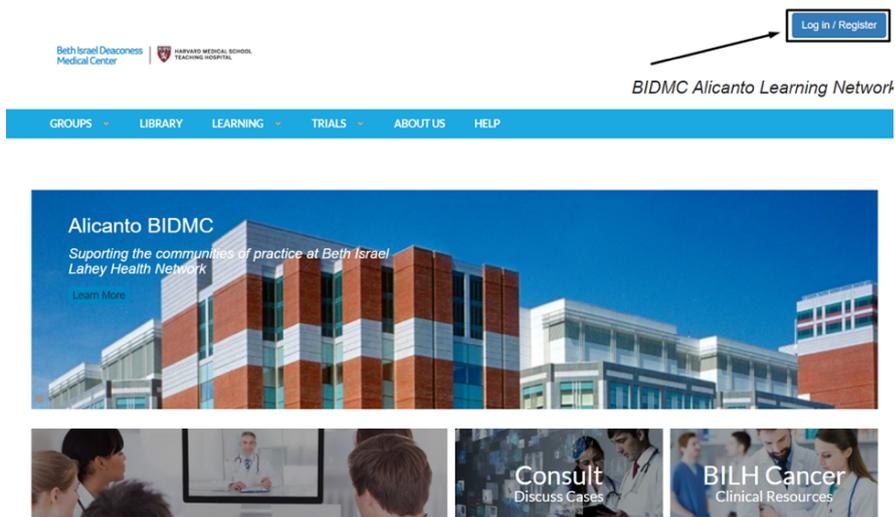
About Alicanto Consult

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.

How to Logon

To log on to the Consult system, you must have an active Alicanto BIDMC account and be added to a group that has enabled consult access. If you don't have an account, you can register for one here: <https://www.alicantobidmc.org>. If you do have an account, you can access the Consult system one of two ways:

1. Accessing the URL directly, at <https://consult.bilh.org>
2. Accessing it via the Alicanto BIDMC website at <https://www.alicantobidmc.org>
Click on the blue "Log In / Register" link in the top right corner.





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Resetting your Password

If you don't remember your password, you can click "Login" then click "Request new password" tab to request a new one-time login link where you can change your password.

[Log in / Register](#)

Beth Israel Deaconess Medical Center | HARVARD MEDICAL SCHOOL TEACHING HOSPITAL

BIDMC Alicanto Learning Network

GROUPS ▾ LIBRARY LEARNING ▾ TRIALS ▾ ABOUT US HELP

You are not logged in.

Welcome to the Alicanto BIDMC Alicanto Learning Network. Existing users can reset their passwords using the "Request new password" button below. New users may create an account using the "I want to create a new account" button below.

[I have an account](#)
[Request new password](#)
[I want to create an account](#)

• Password field is required.

Username or e-mail address *

You may login with either your assigned username or your e-mail address.

Password *

The password field is case sensitive.

[Log in](#)

Two Factor Authentication

You will need to do a two-factor authentication the first time you log into Alicanto.

- a. Click on the blue "Login with Alicanto" button.

- b. A six-digit code will be sent to the email address you used when you created your Alicanto account. The email will look like this:

Your Alicanto Consult Authentication Code

[← REPLY](#)
[← REPLY ALL](#)
[→ FORWARD](#)
⋮


consult@bidmc.harvard.edu
 Mon 18/01/2021 7:28 PM

To: [Redacted]

Dear [Redacted],

The following code can be used to verify your log in to the Alicanto Consult System.

630[Redacted]

You can continue logging in here: <https://consult.bilh.org/2fa>.

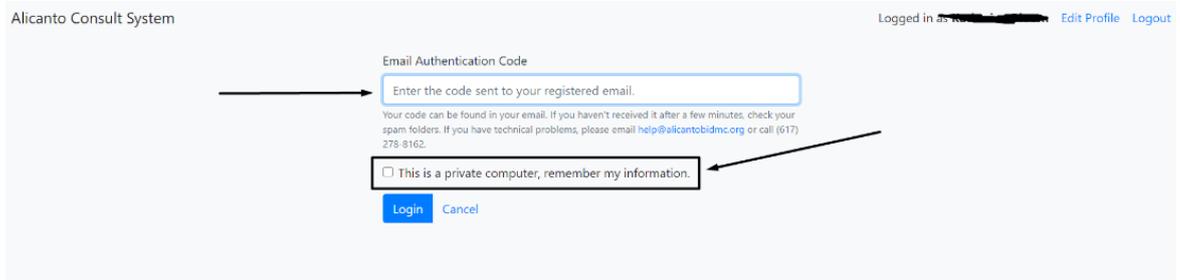
If you did not request this code, please email help@alicantobidmc.org or call (617) 278-8162.

[Mark as read](#)

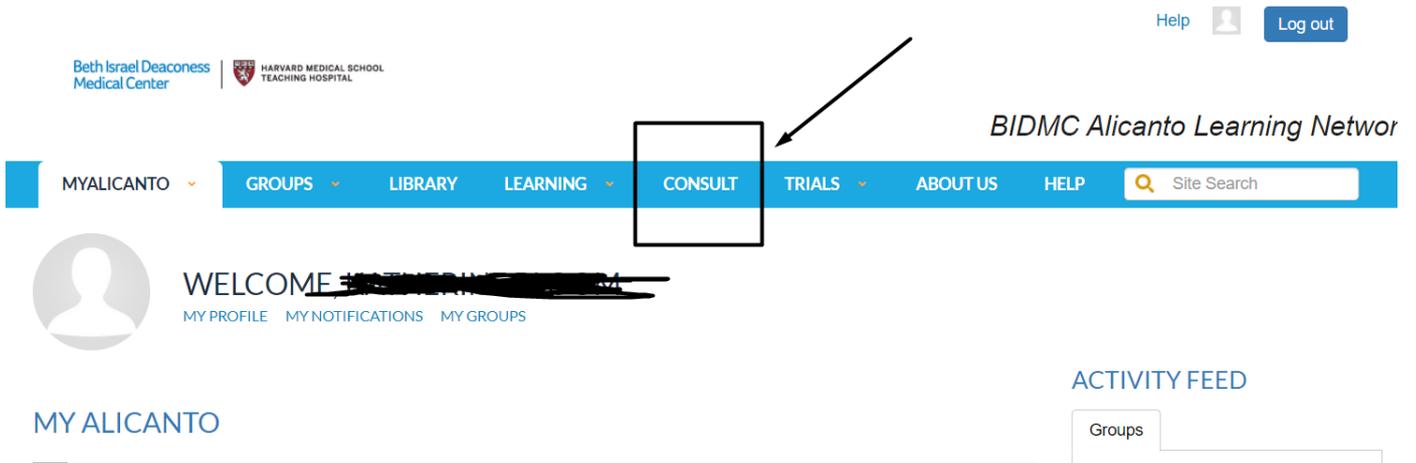


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- c. Enter the code from your email in the field labeled “Email Authentication Code”. If you are on a private or personal computer, you can check the “This is a private computer, remember my information.” tickbox. This will set a cookie in your browser, which will prevent you from having to log in and enter a code the next time you access the website. Once you do this, click on the blue “Login” button.



Once you are logged in, click on the Consult link in the blue bar at the top of the page.





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Your Dashboard

Your dashboard is the main page of the Consult system. This is where you can see all cases that have either been created by you or submitted to a group that you belong to.

You can press the blue “Filter Dashboard” button on the right side of the dashboard to hide or show only your cases, include archived cases, or filter by specific diseases, groups, or locations. You can press the red “Reset Filter” button to reset the filter and return to the default display. By default, anytime you activate a filter, the filtered options will persist until you clear your cookies for this website. Clicking on “Export Dashboard” will create a downloadable file that you can open in Excel. This will only download the cases you have permission to view.

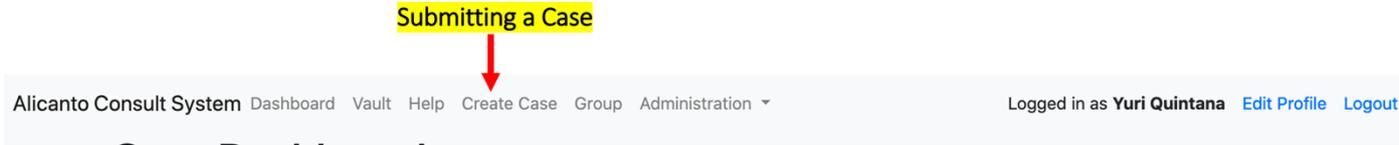


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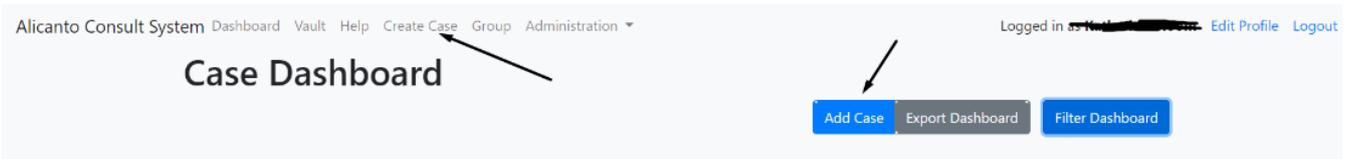
Adding a Case

You can add a new case to the Consult system in two ways.

1. Clicking on the Create Case link in the top menu between Help and Group



2. You can also clicking on the Add Case button on the dashboard



Basic Case Details

On the Add Case screen, you will see a number of fields. The required fields will be marked with an asterisk.

Alicanto Consult System Dashboard Vault Help Create Case Group Administration ▾ Logged in as Yuri Quintana Edit Profile Logout

Case Details

* Patient MRN at the home institution
* Patient Name
Referring MD
* Location
Anna Jaques
* Group
BILH Hematology Network
* Disease
Leukemia
Scheduled
2020-12-03
* Case Description
This case is about a patient with

Add Sub-Specialty Review Question

* Specialty
Pathology
* Case Review Question
Question for pathology | ...
* Specialty
Radiology
* Case Review Question
Question for radiology ...

For pathologist

For radiologist

Briefly describe the case

Your question about this case

Related Images & Documents
+ Add Another File
Add Images

Save Dashboard

The left side of the form looks similar to this:



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Case Details

* Patient MRN at the home institution

* Patient Name

Referring MD

* Location

* Group

* Disease

Scheduled

* Case Description

For three of the fields – Location, Group, and Disease – the information in the dropdown box will change, depending on your selection. For this reason, you will be required to select a group that this case will be submitted to before you select a disease.

* Location

* Group

* Disease

Certain groups will expose a new field called “Case Type”. This field will only be required if the group you’re submitting the case to requires it. If the group requires Case Type to be filled out, it will appear under the group dropdown.

* Case types

Sub-Specialty Review Questions

If you have specific questions about the case for sub-specialty groups, you can add them in the right-side column. Click on the “Add Another Sub-Specialty Review Question” link.



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Add Sub-Specialty Review Question

 [+ Add Another Sub-Specialty Review Question](#)

Add Sub-Specialty Review Question

* Specialty 

Pathology 

* Case Review Question

* Specialty 

Radiology 

* Case Review Question



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Related Images & Documents

You can add additional files and attachments to this case by clicking on the “Add Another File” link at the bottom of the page.

Related Images & Documents

[+ Add Another File](#)

This will open up a box that will allow you to enter an optional title and attach a file from your local computer to the case. If you don’t enter a title, the filename of the attached file will be used instead.

Related Images & Documents

Title 

If left empty, the filename will be used as the title.

* File

No file chosen

Please upload only PDFs, images, or Microsoft/Apple Documents, Spreadsheets, Presentations.

[+ Add Another File](#)

Only Documents, Spreadsheets, Presentation files, images, and PDF files will be allowed. You can add as many files as you want (up to 20) by clicking on the “+ Add Another File” link to expose a new file selection box. Once you have finished entering all the information for the case, you can scroll down to the bottom of the page and click on the blue “Save” button.



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Adding a Discussion Reply to a Post

While viewing a case, you have the option to add a reply to it, which other members of the group can read and reply to. You can use this to keep any questions related to the case in one place. To add a comment, simply view a case you have access to and scroll down to the bottom marked “Case Discussion”. To add a new comment, enter it in the text field labeled “Your comment” and press the reply button.

Case Discussion

There are no discussions for this case.

Your comment

Reply Cancel

You will then see a chronological list of replies listed from oldest to newest.

Case Discussion

Comment #1
@ [redacted]

Comment #2
@ [redacted]

Comment #3
@ [redacted]

Your comment

Reply Cancel

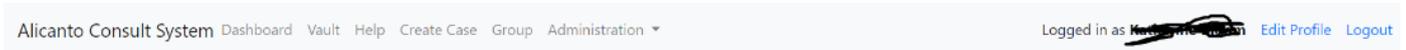
You can add as many replies as you want, and anyone who has access to the case can reply to it.



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Case Notifications by Email

You can visit your profile by clicking on the Edit Profile link on any Consult screen's top right side. You will be able to toggle email notifications for a variety of conditions in any group you're a member of.



On your profile page, you can toggle notification for new cases by group.

Off Push Notifications
Get push notifications to find out what's going on when you're not on Alicanto Consult. You can turn them off anytime.

Group Notifications

	All cases	All discussions	Case Types	Disease	Pathology Review	Radiology Review
Alicanto Test Area for New Administrators	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Case Types	<input type="checkbox"/> Disease	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Unsubscribed
BIDMC Cancer Clinical Trials Office	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Case Types	<input type="checkbox"/> Disease	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Unsubscribed
BIDMC Cutaneous Oncology Weekly Conference	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Unsubscribed		<input type="checkbox"/> Disease	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Unsubscribed
BIDMC GU Oncology	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Case Types	<input type="checkbox"/> Disease	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Unsubscribed
BIDMC GU Oncology Referrals	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Case Types	<input type="checkbox"/> Disease	<input type="checkbox"/> Unsubscribed	<input type="checkbox"/> Unsubscribed

For each row, you will be able to subscribe to several different options.

- All cases: This will notify you of every new case submitted to the group
- All discussions: This will notify you any time a new discussion reply is added to a case
- Case Types: This will notify you of all new cases assigned to the selected case type. You will only see this option if the group has enabled case types.
- Disease: This will notify you of all new cases that are assigned to the selected disease
- Pathology/Radiology/etc. Review: This will notify you of all new cases with sub-specialty review comments for the particular sub-specialty.



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Push Notification on Your Browser

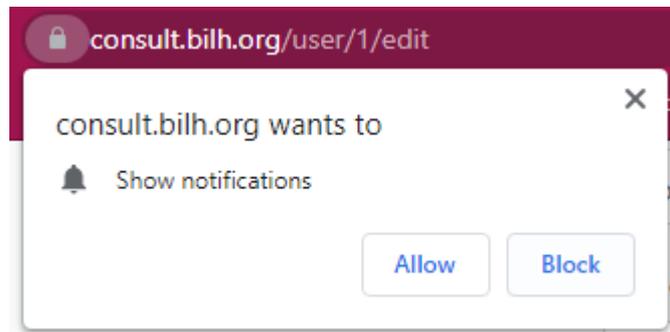
You can also opt-in to receive browser notifications on desktop or on an Android device. These browser notifications will follow the above notification settings for your account and you won't receive notifications for your own cases.

To enable this feature, log in to Alicanto Consult on the browser you want to receive notifications in and click on the "Edit Profile" link in the top right corner of the Dashboard.

Scroll down to the section labelled "Push Notifications". If your browser supports them, the button will be enabled and switched off.



Slide the switch from "Off" to "On". If you haven't enabled notifications for this site before, your browser will ask permission to allow notifications. Click "Accept".



Notifications are not enabled for this web browser. To disable them again, come back to this page and switch the switch to the "Off" position.

For technical help using Alicanto, contact help@alicantobidmc.org