

## Enrolling as a Volunteer

- 1 Begin by going to <http://www.iconsinmed.org> in your Web browser.
- 2 From the Welcome to iCons in Medicine page, click the following link:  
**Join iCons in Medicine**
- 3 Follow the directions to register a “General Member” and submit the form.  
Note: Make sure to fill out required fields, and read and check the following:
  - \* I have read and agree with the terms of the Service Agreement ([Service Agreement](#)).
  - \* I have read and agree with the terms of the Acceptable Use Policy ([Acceptable Use Policy](#)).
- 4 Once submitted, you will see “Registration Success!” At this stage you have two options:
  - A) You can personalize your account information, or
  - B) You can register as an iCons in Medicine Volunteer by selecting “**Register to participate in the iConsult Telemedicine Program**” at the top of your individual member page.
- 5 Select [Become an iCon Volunteer](#). Now you have the choice to join an existing Chapter or Start a New Chapter.  
To join a chapter, use the drop-down menu.  
(To start a new Chapter, please consult the Quick Start Guide: Chapters)
- 6 Complete the form to register as an iCons in Medicine member and submit.  
Note: Make sure to fill out required fields, and read and check the following:
  - \* I have read the above affirmation and agree to the content therein.
- 7 “Registration Success,” will appear in the next window.
- 8 You will receive an e-mail welcoming you to iCons in Medicine. You are now able to access profiles, chat rooms and forums by clicking on the link in the e-mail.

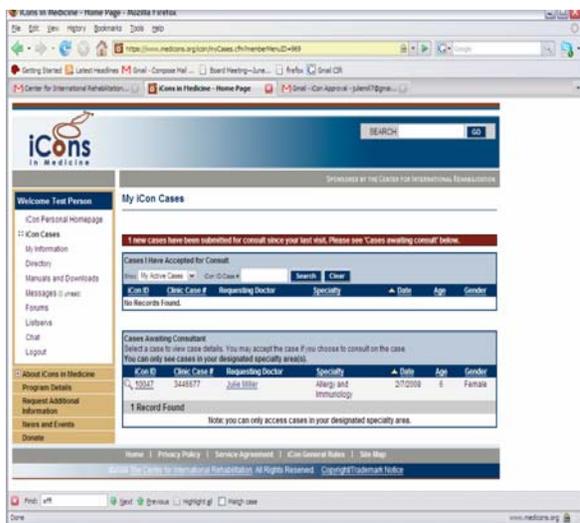
*(Please note: At this time you are not able to accept or make consults. Your enrollment for participation with iConsult is currently being reviewed by your Chapter- iCon Chapter. You will receive an e-mail notification of your approval status.)*

## Receiving and Consulting on Cases: iConsult

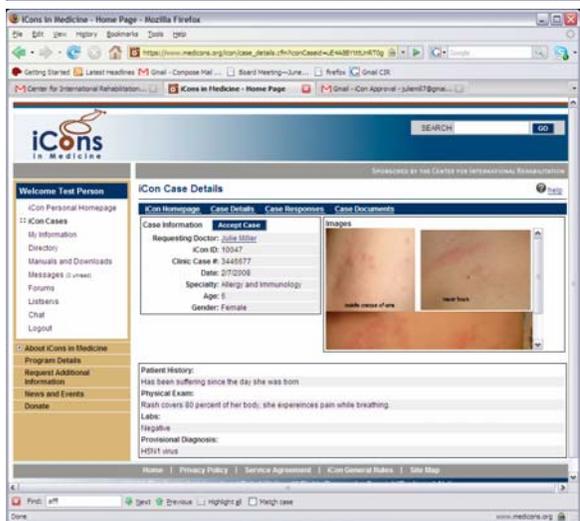
Once approved by your chapter, you will receive an e-mail stating:

“Your enrollment for participation in the iConsult program as a Volunteer has been approved by your Chapter—(name of chapter). You are now able to accept and respond to requests for consults.”

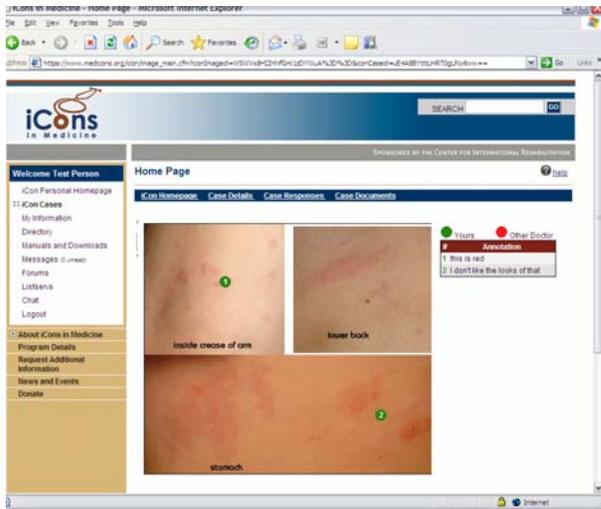
- 1 Follow the link in the e-mail, or simply log in to <http://www.iconsinmed.org> using your username and password. Go to your “iCon Personal Homepage.”
- 2 To consult on a case, select “iCon Cases” on the left toolbar



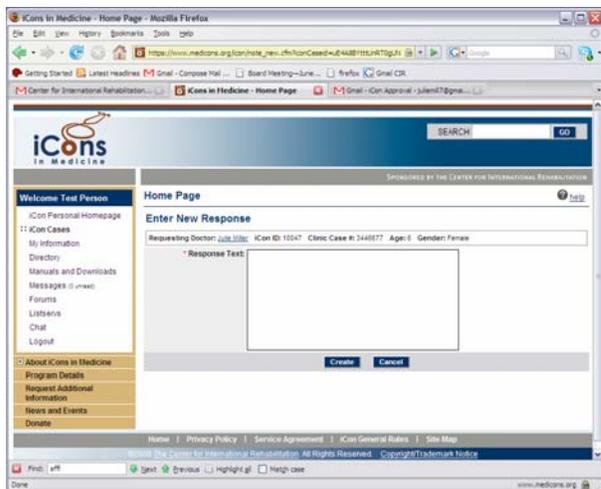
- Once on the “iCon cases” screen, you will see two different categories: 1) “Cases I have Accepted to Consult” and 2) “Cases Awaiting Consult”
- If a Requestor has submitted a case to your specialty, a case will appear under the “Cases Awaiting Consult”
- To view the cases, select the magnifying glass icon located next to the iCon ID



- This page contains the “iCon case details” and provides the case details
- At the top of the page, you will see the options: “Case Responses” and “Case Documents.” If the Requestor has added additional information on his/her case, it will appear in these fields
- If you wish to accept this case, select the “Accept Case” tab. If you do not wish to accept the case for consult, simply go back to iCon Cases and browse for a different case.



- To respond to the case, you must first “accept” in which you agree to respond to the case in 48 hours.
- If the case has images, you can click the image for review. You can manipulate the size of the image by selecting the zoom function
- Click anywhere on the image to add an annotation. A box will appear where you may enter the annotation text.
- When the requestor opens the case on their computer, they can see your annotations.



- To respond to the case, select the “Case Responses” tab at the top of the screen
- Then select “New Response”
- Once you have entered in your response, select “Create.”
- At this stage, your response has been sent to the requestor

- You may consult on as many cases as you wish. Cases you have accepted will be listed under “Cases I have accepted for consult” under the “My Cases” link from your iCon home page.
- You will receive an e-mail notification if there is new activity on any cases you have accepted for consult. This will prompt you to log into iCon in Medicine to review new entries.

For additional technical support, email [support@iconsinmed.org](mailto:support@iconsinmed.org)