



SCC-LIS_TIP OF THE WEEK

MODULE: SoftLab/SoftMic/SoftBank	SOFTWARE VERSION: 4.04/4.08
TOPIC: Auxiliary Doctor	ISSUE DATE: 24November2016
DISTRIBUTION: End Users_All	PAGE: 1 of 1
ISSUED BY: M-L Dufresne, Territorial LIS Administrator	

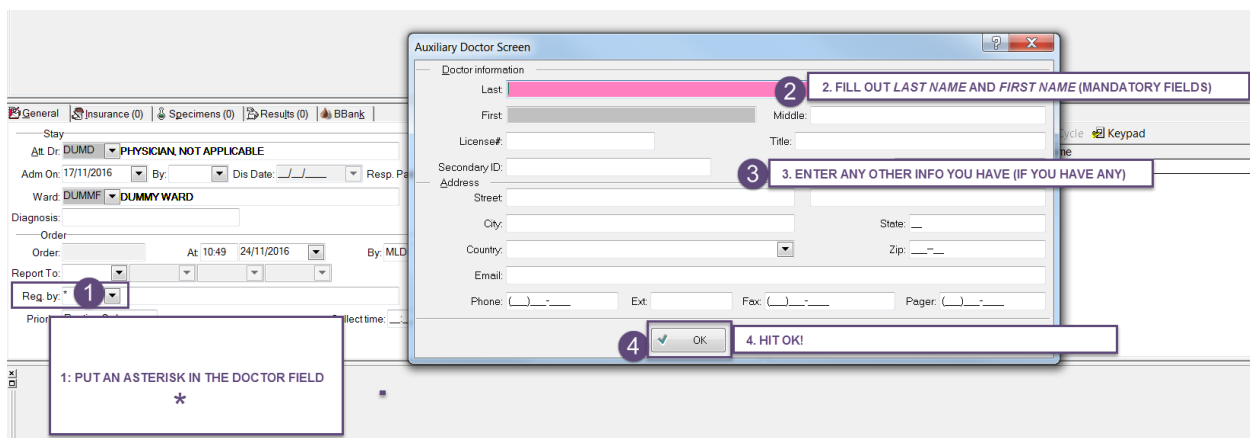
TOPIC/QUESTION: A doctor code I need is not in the LIS. What do I do?

ANSWER/TIP:

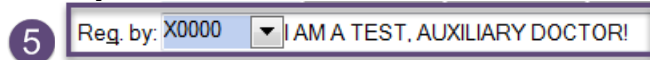
Confirm that the doctor *should* be in the LIS. If you believe they should be there please go ahead and create an “Auxiliary Doctor”!

****NOTE: Only NWT credentialed practitioners will ever be coded in LIS. If the individual is a resident or out of province doctor without ordering privileges then the order must be placed under the physician responsible for signing off the results.****

TO CREATE AN AUXILIARY DOCTOR: Put “*” into the doctor field>fill out the pop-up box>click OK!



The system will create an Auxiliary Doctor Code that starts with an “X”



Use this same “X” code over and over again if you have more orders to enter for this doctor for the same clinic location, until the LIS ADMINS create the proper codes for these new practitioners.

****NOTE: LIS ADMINS look for Auxiliary Doctor entries automatically every weekday and make the appropriate additions/corrections**.**