NWT LIS TIP OF THE WEEK

Module: SoftLabMic	**Software Version:** 4.0.8
Topic: Preferred Name	**Issued On:** 21SEPT2018
Distribution: All Users	**Page:** 1 of 1
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TOPIC/QUESTION:

How do I indicate in the LIS that the patient has a preferred name that is different from their legal name?

ANSWER/TIP :

Ask the patient/client if they have a preferred name . If they do it should be recorded in the *"Patient Comm"* Section of Order Entry using the canned message prefix for preferred name.

EXAMPLE : Preferred name is "Stan the man"

Step1: In Order Entry – select *Patient Comm*

Step 2: Select canned message |DPN – PREFERRED NAME: and hit OK

Step 3: Free-text in the preferred name and hit ok

Step 4: Place LIS orders and SAVE

Step 5: NOTE that Collection Labels print with a Patient Comment label indicating Preferred Name
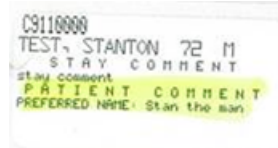
Step 6: NOTE that Patient comment will display every time the patient record is accessed in Order Entry