NWT LIS TIP OF THE WEEK

Module: SoftLab/Mic	**Software Version:** 4.0.8
Topic: Doctor Codes	**Issued On:**27June2019
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TOPIC/QUESTION:

Why can't I find the doctor I'm looking for when accessioning? Why don't the last three letters of the practitioner's last name in the code field always pull up the entry I need anymore?

ANSWER/TIP:

After approximately 8 years using SoftLab we can no longer consistently use the first three letters of the practitioner's last name when setting up new practitioners as we now have too many entries not to cause overlap. Moving forward, when assigning a LIS practitioner code for a practitioner that has the same first three letters of the last name as another practitioner, our only option is to assign a number code to them. This means that searching by name will always be more reliable than searching by code.

EXAMPLE: Practitioner: *Dr. Macdonald, Joseph Gerard*

STEP1	STEP2	STEP3
Search by Code…no luck.	*Type in Last Name>Find*	*Select appropriate entry.* *If still not found create Auxiliary(*)*