

# NWT LIS TIP OF THE WEEK

**Module:** Sharepoint

**Software Version:** 4.0.8

**Topic:** Doctor Appointment Memos

**Issued On:** 17Sep2019

**Distribution:** All Users

**Page:** 1 of 1

**Issued By:** M-L Dufresne, Territorial LIS Administrator

## TOPIC/QUESTION:

How can I tell if a practitioner is credentialed to order lab work in the NWT?

## ANSWER/TIP:

All credentialed practitioners initially receive an appointment memo from the NWT Practitioner Affairs Office located in Yellowknife. These memos are saved on the LIS sharepoint site in order for all territorial labs to have access to them.

Appointment memos are no longer re-issued yearly. Rather, practitioners now go through a process called Information Verification and Attestation (IVA) in the late fall of every year and may be renewed through that process without a new appointment memo being sent.

## EXAMPLE:

**Log onto Sharepoint:** <http://our.gnwt.ca/dept/hss/is/lis/>

**Username:** corp\“Same as used for Government Email”

**Password:** “Same as used for Government Email”

**Libraries**

- Shared Documents
- LIS Administrators

**Type**    **Name**

- DOCTOR APPOINTMENT MEMOS
- FAX CONFIRMATIONS

Type	Name	Modified
	Aaron Hall RCA_IVA2019 NEW	9/17/2019 0:54
	Aaron Slusar GP NEW	9/17/2019 0:54
	Aileen Roman-GP_IVA2019 NEW	9/17/2019 0:54
	Ainsley McCaskill GP_IVA2019 NEW	9/17/2019 0:54
	Aleksandar Brezar -GP NEW	9/17/2019 0:54
	Alexandra Bascom-urologis_IVA2019 NEW	9/17/2019 0:54
	Alexandra Schepansky-Gyne Oncology_IVA2019 NEW	9/17/2019 0:54
	Alexei Khair NEW	9/17/2019 0:54
	Alisha Tessier-General Surgeon_IVA2019 NEW	9/17/2019 0:54
	Alyssa Titus-GP_IVA2019 NEW	9/17/2019 0:54
	Aman Jivraj RCA NEW	9/17/2019 0:54
	Amanda Hanson GP NEW	9/17/2019 0:54

Practitioners are Listed in Alphabetical Order by First Name

This practitioner received her memo in 2018 but went through IVA in 2019 so her current and active memo is still dated 2018.

This practitioner received her memo in 2019