

NWT LIS TIP OF THE WEEK

Module: SoftLab/SoftMic	Software Version: 4.0.8
Topic: Doctor Lookup	Issued On:28Feb2020
Distribution: All Users	Page: 1 of 1
Issued By: Lena Schofield, Territorial LI	S Administrator

TOPIC/QUESTION:

How do I lookup a doctor?

ANSWER/TIP:

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# 1	Doctor ID	Last Name MACDONALD	Third ID: First Name JOSEPH GERARD SACC/Q10	Middle	Address 10066 (Stanton Ambulatory Care)	City Yellowknife	Clinic ID SACC	Secondary ID	Third ID	NPI#	UPIN# 38334	Route ID	Phone 8676694122	Ext.	Al ^
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The Att. Dr. and Ward should be populated by Medipatient and should not be changed.

- Clicking on the drop down arrow at the side of the **Req. by** or with the cursor in the Req. by box, clicking the **F2** button on your keyboard will bring up the Doctor Search Screen.
- 2) Enter the start of the Doctor's last name (avoid search on ID as some doctors only have number IDs)
- 3) and then click the **Find** button.
- 4) Look for the Doctor's name and location that correspond to what is on the requisition, this is very important for routing of the results. Double click the applicable row or highlight the row and click the **OK** button.
- 5) This can be repeated for each of the Copy to Doctor's in the **Report To** boxes just above the Req. by.