

# NWT LIS TIP OF THE WEEK

**Module:** SoftLab/SoftMic

**Software Version:** 4.0.8

**Topic:** Doctor Lookup

**Issued On:** 28Feb2020

**Distribution:** All Users

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**Issued By:** Lena Schofield, Territorial LIS Administrator

## TOPIC/QUESTION:

How do I lookup a doctor?

## ANSWER/TIP:

The screenshot shows the LIS software interface. The top window is a requisition form with fields for 'Att. Dr.', 'Ward', 'Order', and 'Req. by'. A red circle '1' highlights the drop-down arrow on the 'Req. by' field. Below this is the 'Doctor Search Screen' window. A red circle '2' highlights the 'Last Name' field containing 'MAC'. At the bottom of the search screen, a red circle '3' highlights the 'Find' button. The search results table is visible below the search screen.

#	Doctor ID	Last Name	First Name	Middle	Address	City	Clinic ID	Secondary ID	Third ID	NPI#	UPIN#	Route ID	Phone	Ext.	All
1	00001	MACDONALD	JOSEPH GERARD	SACC/Q1065	10066 (Stanton Ambulatory Care)	Yellowknife	SACC			EMR	38334		8676694122		
2	00006	MACDONALD	LEAH		1195 (Fort Smith Health Centre)	Fort Smith	FSMC	1195	00006	EMR	270654		8678726200		
3	MACE1	MACINTYRE	ERIKA	YEL/Q2022	500001 (Stanton Territorial Hosp)	Yellowknife				INTMED	115463		8676694111		
4	MACE2	MACINTYRE	ERIKA	SACC/Q2023	10066 (Stanton Ambulatory Care)	Yellowknife	SACC			INTMED	EMR	115463	8676694122		
5	MACA1	MACIVER	ANGUS	INV/B3581	1193 (Inuvik Regional Hospital)	Inuvik				EMR	202302		867779000		
6	MACA2	MACIVER	ANGUS	YEL/J2648	500001 (Stanton Territorial Hosp)	Yellowknife					202302		8676694111		
7	MACA4	MACIVER	ANGUS	SACC/Q1363	10066 (Stanton Ambulatory Care)	Yellowknife	SACC			EMR	202302		8676694122		
8	MACF1	MACKAY	FRASER	FSM/K9142	1195 (Fort Smith Health Centre)	Fort Smith	FSMC			EMR	205166		8678726200		
9	MACK1	MACKENZIE	KIMBERLY	FSIM/K1263	2384 (Fort Simpson Health Centre)	Fort Simpson	FSIM	2384		EMR	267560		8676957000	86	
10	MACK2	MACKENZIE	KIMBERLY	FRAM/K7803	2770 (Frame Lake CHC)	Yellowknife	FRAM	2770	**	EMR	267560		8678733512		
11	MACK3	MACKENZIE	KIMBERLY	YPCC/K7684	2774 (Yellowknife PCC)	Yellowknife	YPCC	2774		EMR	267560		8679207777	86	
12	MACE1	MACEY	SHANNON	FSM/E9120	1195 (Fort Smith Health Centre)	Fort Smith	FSMC			EMR	202312		8678726200		

The **Att. Dr.** and **Ward** should be populated by Medipatient and should not be changed.

- 1) 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.