

NWT LIS TIP OF THE WEEK

Module: SoftLabMic

Software Version: 4.0.8

Topic: Auxiliary Doctor

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TOPIC/QUESTION: A doctor code I need is not in the LIS. What do I do?

ANSWER/TIP: Confirm that the doctor *should* be in the LIS. If you believe they should be there please go ahead and create an "Auxiliary Doctor"! To find the most current list of providers follow the link:
<https://ournthssa.ca/provider-codes/> Username: guest Password: bestcare

****NOTE: Only NWT credentialed practitioners will ever be coded in LIS. If the individual is a resident or out of province doctor without ordering privileges then the order must be placed under the physician responsible for signing off the results.****

EXAMPLE: CREATING AN AUXILIARY DOCTOR: In Order Entry, put an asterisk "*" into the doctor field >fill out the auxiliary doctor screen pop-up box >click OK

The image shows a screenshot of the LIS interface. On the left, the 'Reg. by' dropdown menu is highlighted with a red box containing an asterisk (*). A red arrow points to this box with the instruction '1. PUT AN ASTERISK IN THE DOCTOR FIELD'. On the right, the 'Auxiliary Doctor Screen' pop-up window is shown. Red boxes and arrows highlight the 'Last' and 'First' name fields, with the instruction '2. FILL OUT LAST AND FIRST NAME (MANDATORY FIELDS)'. At the bottom of the pop-up, the 'OK' button is highlighted with a red box and the instruction '4. HIT OK'.

Reg. by: X0000 I AM A TEST, AUXILIARY DOCTOR!

Use this same "X" code if you have more orders to enter for this doctor for the same clinic location. The LIS ADMINS will create the proper codes for these new practitioners.

****NOTE: LIS ADMINS look for Auxiliary Doctor entries automatically every weekday and make the appropriate additions/corrections**.**