

NWT LIS TIP OF THE WEEK

Module: SoftLabMic

Software Version: 4.0.8

Topic: Doctor Code Lookup, the Best Practice Way

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Distribution: All End Users

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TOPIC/QUESTION: Doctor codes are linked from the area (ward, clinic, etc) the requisition is being ordered.

ANSWER/TIP : Even though the same doctor codes are used repetitively, best practice has shown to be when a doctor is searched using the F2 lookup function.

EXAMPLE : Softlab-> Order Entry-> Find your patient -> Enter

General Insurance (0) Specimens (0) Results (0) BBar

Stay
Att. Dr.: [dropdown]

Adm On: 2021-12-10 11:41 By: [dropdown] Dis Date: [dropdown]

Ward: [dropdown]

Diagnosis: [text box]

Order
Order: [text box] At: 11:41 2021-12-10 [dropdown] By: [dropdown]

Report To: [dropdown]

Req. by: [dropdown]

Priority: Routine Order [dropdown] Collect time: [text box]

Often, the Attending doctor, ward, and requesting doctor fields are empty.

Place your cursor in each field and press **F2**

General Insurance (0) Specimens (0) Results (0) BBank

Stay
Att. Dr.: [dropdown] Encounter: [text box]

Adm On: 2021-12-10 11:41 By: [dropdown] Dis Date: [dropdown] Resp. Party: [dropdown] Stay Comm: [checkbox]

Ward: [dropdown] Room: [text box] Bed: [text box]

Diagnosis: [text box]

Order
Order: [text box]

Report To: [dropdown]

Req. by: [dropdown]

Priority: Routine

Ordered (0)
Insert Cancel Cancel order Formulary

Type	ID	Priority	Cycled	Name
[dropdown]	[dropdown]	[dropdown]	[checkbox]	[text box]

Doctor Search Screen

Doctor
Doctor ID: [text box] NPI#: [text box] Bridge to Setup [button]

Last Name: MARRION First Name: [text box]

Secondary ID: [text box] UPIN#: [text box]

Clinic ID: [text box] Third ID: [text box] Type: [dropdown]

#	Doctor ID	Last Name	First Name	Middle	Address	City	Clinic ID	Secondary ID	Third ID
1	MARN1	MARRION	NICOLA CLEMENTINE		500001-NT STANTON TERRITORIAL HOSP	Yellowknife		500001	YEL/B3542
2	MARN2	MARRION	NICOLA CLEMENTINE		2770-NT YELLOWKNIFE FRAME LAKE CLIN	Yellowknife	FRAM	2770	FRAM/B43..
3	MARN3	MARRION	NICOLA CLEMENTINE		2774-NT YELLOWKNIFE PRIMARY CARE	Yellowknife	YPCC	2774	YPCC/E7169
4	MARN4	MARRION	NICOLA CLEMENTINE		1193-NT INUVIK HOSPITAL AND CLINICS	Inuvik		1193	INW/K8400

Type in the provider's last name and/or first name and choose the appropriate code

When you choose the **correct** doctor code with the **correct** location code, the ward will autopopulate.

If you have any questions at all about this process, please come talk with one of your friendly LIS administrators