NWT LIS TIP OF THE WEEK

Module: SoftLabMic	**Software Version:** 4.0.8
Topic: Searching New Codes in the LIS	**Issued On:** 07JAN2022
Distribution: All End Users	**Page:** 1 of 1
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Topic/Question: I can't find anything!

Answer/Tip: There are a variety of ways to search for clinics/wards/doctors/printers.

Att. Dr./ Req. by Fields:

-place cursor in either field and press F2

-Doctor Search Screen pops up

-type in last name and/or first name of practitioner

-press enter

-choose best option according to requisition

Ward/Report To Field:

-place cursor in the Report To field and press F2

-Clinic Search Screen pops up

-choose either Doctor or Clinic Tab

-if choosing Doctor tab, see above procedure

-for Clinic search, type in first few letters in the
  Name field and press enter

Instant Report Faxing:

-press the Instant Report icon

-Instant Report window pops up

-choose Print To field to print to a networked printer

-click Fax To for list of fax machines

-sort Location by alphabetical order

-type in first few letters of the name
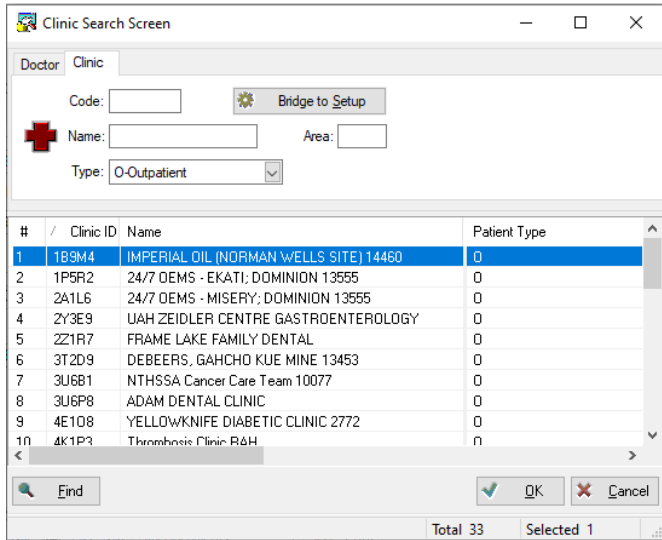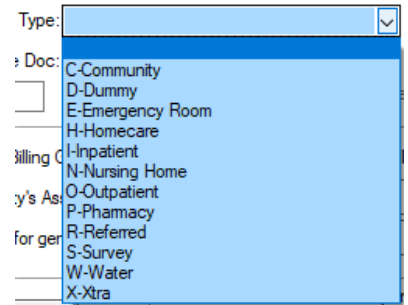
General Information:

1. Wards and clinics can be classified in the LIS based on their 'type', so another option when searching is to sort by 'patient type' if you know what type the clinic/ward is.

The Clinic Search Screen can be filtered to search for a specific type. For example, in the search screen, change the type to 'O-Outpatient' and press 'Find'. This will list all outpatient wards.

2. Some clinics/wards have confusing names! Most UAH wards begin with 'UAH' but others don't. For this reason, sorting by alphabetical order and scanning the list is a good idea.

3. For nurse in charge codes, 'NIC' will be the last name.

4. If a clinic/ward isn't populating, retype in capital letters.

5. These code changes are still in progress. If a code with the current format works one day and not the next, search the doctor using the first procedure on page 1.