

NWT LIS TIP OF THE WEEK

Module: SoftLabMic

Software Version: 4.0.8

Topic: Searching New Codes in the LIS

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Distribution: All End Users

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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

#	Doctor ID	Last Name	First Name
1	MACK2	MACKENZIE	KIMBERLY
2	MACK3	MACKENZIE	KIMBERLY
3	MACK4	MACKENZIE	KIMBERLY
4	3K5K2	MACKENZIE	KIMBERLY
5	1P7C2	MACKENZIE	KIMBERLY

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

#	Clinic ID	Name
1	0P8Q1	UAH, LUNI
2	1B7E2	UAH, ENDI
3	1LQJ4	UAH, REN
4	1L3M6	UAH, WMC
5	1Y4C8	UAH, DIAG
6	2G5L1	UAH, HEAF
7	2Q3Z6	UAH, WMC

General Browser: Record not found

Record was not found in dat
Please, recheck whether spel or select another value from

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

ID	Client	Location
7N4	1Y4C8	U OF A DIAGNOSTIC IMAGING
3W1	7T1X4	UAH KEC RHEUMATOLOGY
7I2	7Q3V1	UAH RENAL TRANSPLANT DEPT
2D0	2Y3E9	UAH ZEIDLER CENTRE GASTROEN
6U4	3Q4K1	UAH, DERMATOLOGY CLINIC
6N2	1L3M6	UAH, DR. COE, JAMES PED CAR
6T4	5D2M6	UAH, DR. SIDDIQI - NEURO
1Q5	1B7E2	UAH, ENDO: MORRISH, OPGENORT
5Y2	2G5L1	UAH, HEART FUNCTION CLINIC

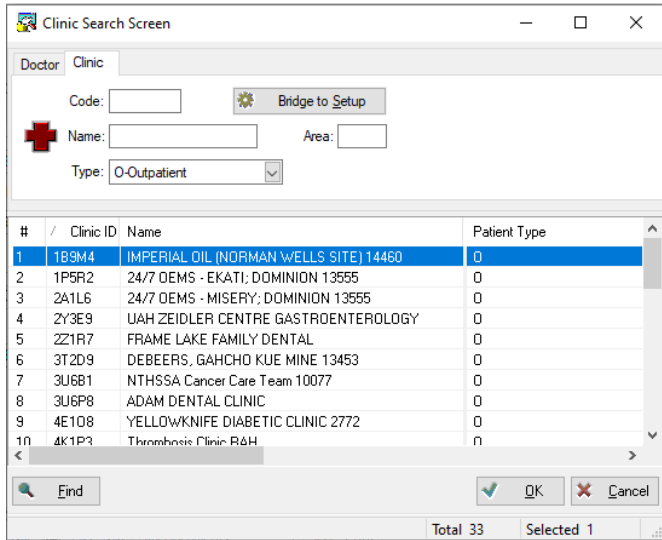
Remote Printers

Fax cover page sMAIN2 Display Warning

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General Information:

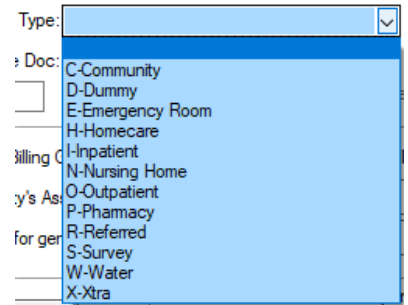
1. Wards and clinics can be classified in the LIS based on their 'type', so another option when searching is to sort by 'patient type' if you know what type the clinic/ward is.



The screenshot shows the 'Clinic Search Screen' with the following details:

- Search filters: Doctor (Clinic), Code, Name, Area, and Type (O-Outpatient).
- Buttons: Bridge to Setup, Find, OK, Cancel.
- Table with columns: #, Clinic ID, Name, Patient Type.

#	Clinic ID	Name	Patient Type
1	1B9M4	IMPERIAL OIL (NORMAN WELLS SITE) 14460	0
2	1P5R2	24/7 DEMS - EKATI; DOMINION 13555	0
3	2A1L6	24/7 DEMS - MISERY; DOMINION 13555	0
4	2Y3E9	UAH ZEIDLER CENTRE GASTROENTEROLOGY	0
5	2Z1R7	FRAME LAKE FAMILY DENTAL	0
6	3T2D9	DEBEERS, GAHCHO KUE MINE 13453	0
7	3U6B1	NTHSSA Cancer Care Team 10077	0
8	3U6P8	ADAM DENTAL CLINIC	0
9	4E108	YELLOWKNIFE DIABETIC CLINIC 2772	0
10	4K1P3	Thrombosis Clinic R&H	0



The dropdown menu shows the following options:

- C-Community
- D-Dummy
- E-Emergency Room
- H-Homecare
- I-Inpatient
- N-Nursing Home
- O-Outpatient
- P-Pharmacy
- R-Refered
- S-Survey
- W-Water
- X-Xtra

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.