

NWT LIS TIP OF THE WEEK

Module: SoftLabMic	Software Version: 4.0.8
Topic: Auxiliary Doctor	Issued On: 04Aug2023
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Issued By: Lena Schofield, Territorial LIS Administrator	

TOPIC/QUESTION: A practitioner on a requisition does not have a doctor code in the LIS. What do I do?

ANSWER/TIP: Confirm that the practitioner has ordering privileges for by checking for an Appointment Memo or License in [Sharepoint](#). Registration may also know the status of a Practitioner.

****NOTE: Only NWT practitioners (MD, NP, MW, DDS) with an Appointment Memo or License will ever be setup in the LIS. Residents, Out of Territory practitioners, Physician Assistants and RNs usually do not have ordering privileges (an RN may have ordering privileges when they are part of an Integrated Care Team but they are always setup in advance).****

If you believe they have ordering privileges, create an "Auxiliary Doctor" by entering an asterisk "*" into the **Req. by** field.

NWT practitioners are setup with AHS Provider IDs, to find a Provider ID, check:
<https://ournthssa.ca/provider-codes/> Username: guest Password: bestcare

NWT locations are setup with AHS Submitter IDs, to find a Submitter ID, check:
<https://ournthssa.ca/location-codes/> Username: guest Password: bestcare

Provider and Submitter IDs ensure REF specimens are processed correctly at DynaLife

Enter the following Practitioner information into the following fields in the **Auxiliary Doctor Screen**:

1. Last Name in the **Last**
2. Provider ID in the **UPIN#** field
3. First Name in the **First**
4. Enter the Submitter ID in the **Secondary ID** field
5. Facility Name that corresponds to the Submitter ID in the **Street** field
6. Click **OK**

EXAMPLE:

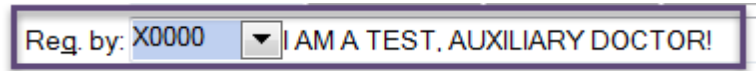
The screenshot shows the 'Auxiliary Doctor Screen' with the following fields and callouts:

- 1** Last Name (in the Last field)
- 2** Provider ID (in the UPIN# field)
- 3** First Name (in the First field)
- 4** Submitter ID (in the Secondary ID field)
- 5** Facility Name (in the Street field)

An example callout box points to the 'Req. by' field with the text: "Enter an asterisk * in the Req. by field".

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The system will create an Auxiliary Doctor Code that starts with an “X”



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 location. The LIS ADMINS will create the proper codes for these new practitioners.

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