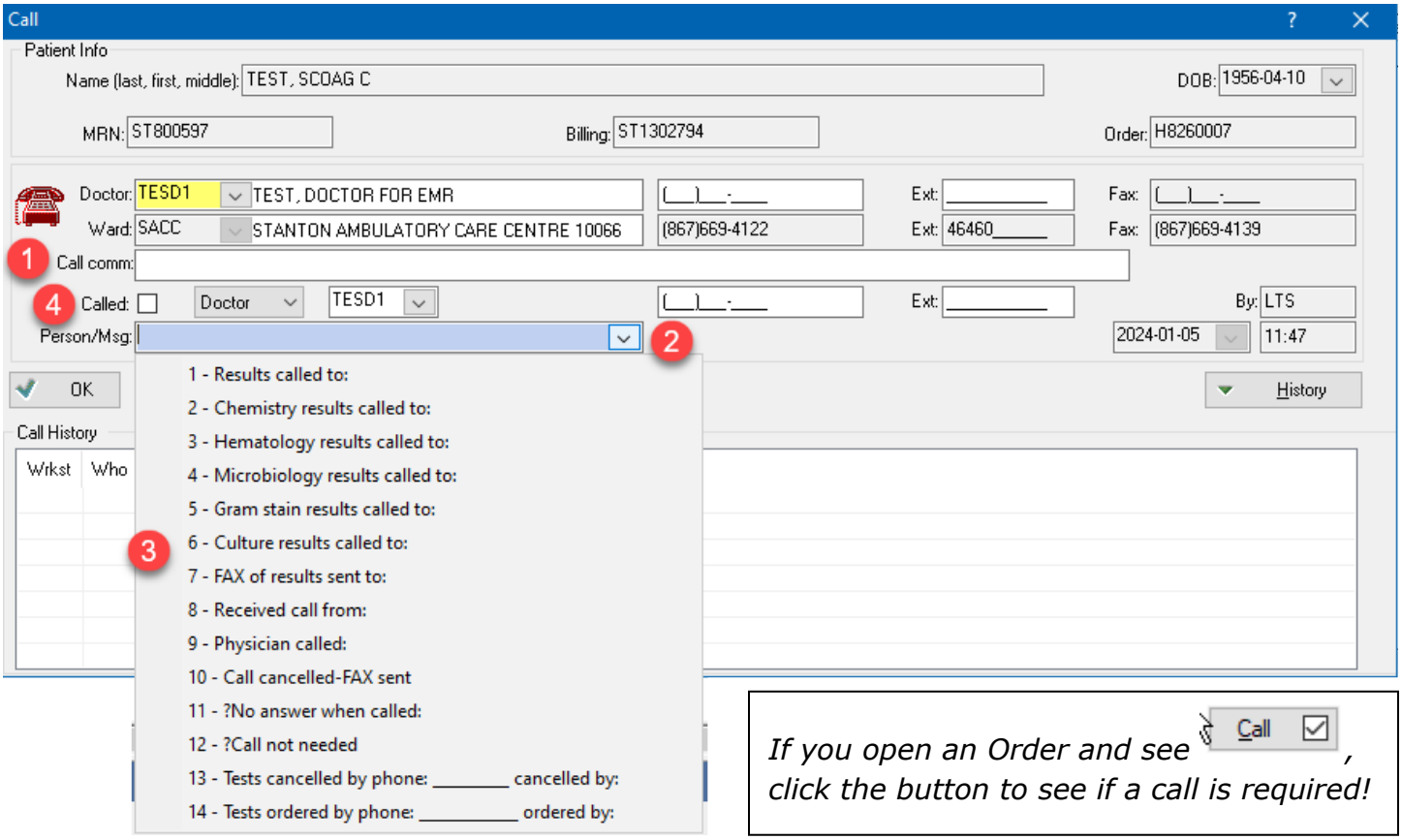
NORTHWEST TERRITORIES
Health and Social Services Authority

NWT LIS TIP OF THE WEEK

Module: SoftLabMic	**Software Version:** 4.0.8
Topic: Call Log	**Issued On:** 2024-01-05
Distribution: All Users	**Page:** 1 of 1
Issued By: Lena Schofield, Territorial LIS Administrator	

TOPIC/QUESTION: How do I record a call in the LIS? For add-on tests, cancelled tests, calling a result, or other call to or from a doctor, nurse, clerk, etc.

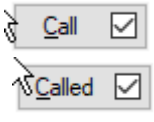
ANSWER/TIP: There is a Call button in Order Entry and on the Result Entry screens.



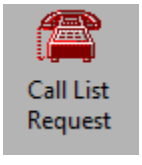
If you open an Order and see

, click the button to see if a call is required!

1. If you have a comment for other staff to follow-up on, enter it, otherwise **leave Call comm blank.**
2. Click the Person/Msg Drop-down arrow.
3. Select the call type and complete the information about the call.
   **This message will appear on the result report unless it begins with a ? (question mark)*
4. **Always check the Called box**, unless another call is required. When the Called box is not checked, the next time someone opens the order it appears as though a Call is required. If the Called box has been checked the button says Called.



5. Click OK.



Call List Request can be checked to see if there are any Orders that require follow-up calls.