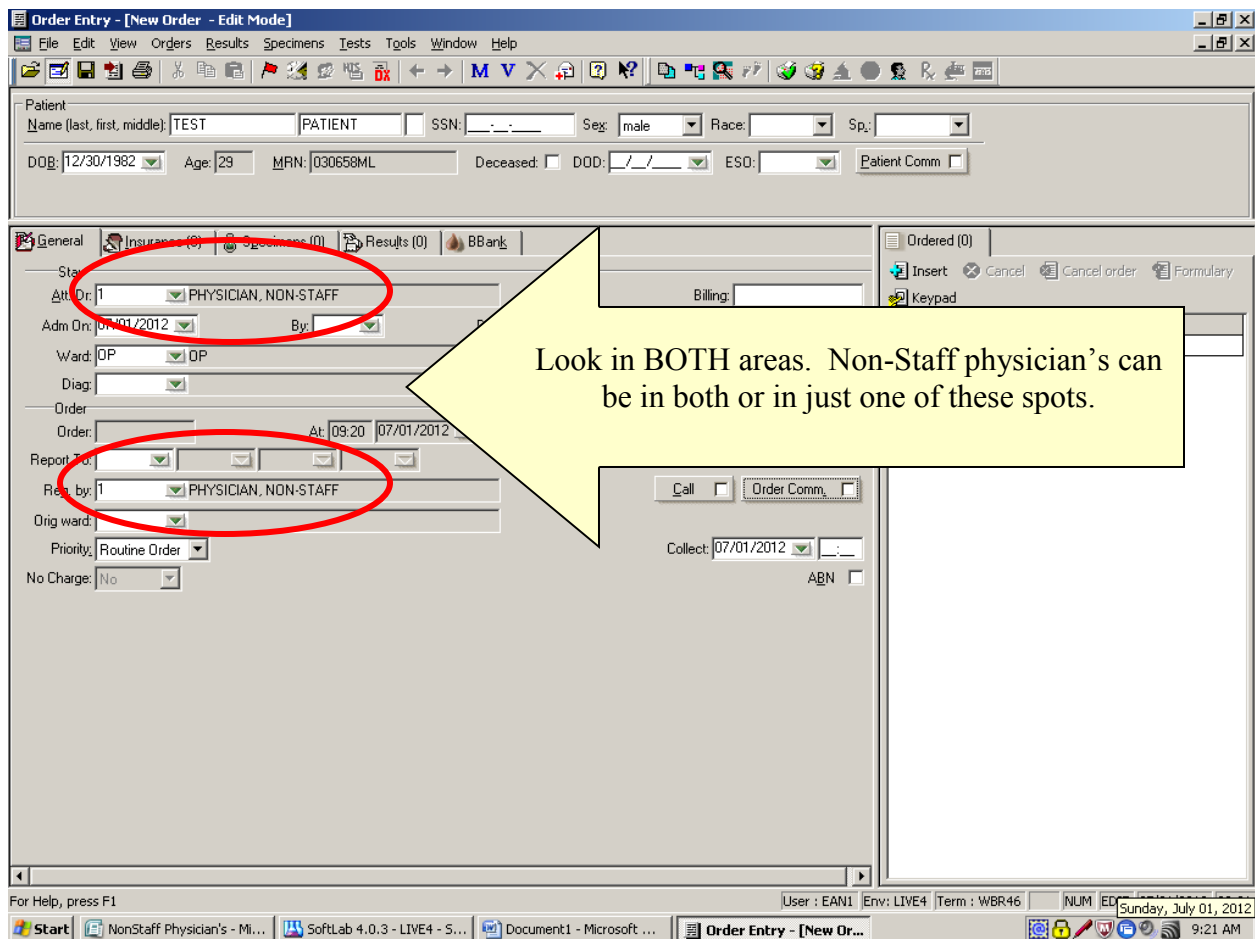# Non-Staff Physician's

Every order you place needs to be checked for a Non-Staff Physician.

If they are categorized as Non-Staff we don't have any information on who ordered the tests or where we need to send them. So it is up to us to be aware of this and fix it when we see it.

Look in BOTH areas. Non-Staff physician's can be in both or in just one of these spots.

To fix a Non-Staff Physician you have to highlight the field. Delete everything in that field and then press Shift and 8. This will place a * in that field and it will bring up an Auxiliary Doctor Screen.

You **MUST** look at the order and fill in **ALL** of the information that you have for this physician. The information that you provide will be used to get the physician his/her results. If you can't find information use the internet to help you fill in what you can. Hit OK when you are done.

Example:

The information that you type will be added to the order.

Be sure to check the second box. Sometime this information does not go in both spots. In this case you should repeat the steps and add the appropriate information here as well.

Once this is corrected in both places you are okay to start to place the order.