

- 1.1.1 If you are ordering on behalf of a doctor and his/her name is not showing in the drop down list, you can search for the doctor.
- 1.1.2 After you have ordered for this doctor once, s/he will be added to the drop down list so that you can select from the list in future.
- 1.1.3 Start by clicking on the Search icon on the right.



- 1.1.4 eOrder will display a search screen.
- 1.1.5 Type the surname, a space and the initial into the Name field.
- 1.1.6 Then Click on the Search button on the right of the Name field.

	Luan v	vebpage bialog
Clinician Search		
To search this dictionary, e	nter any known details in the	fields below.
Code	Name Smith J ×	Search

- 1.1.7 eOrder will display a list of requestors.
- 1.1.8 In the list, ensure that the doctor you are choosing has the **SAME Facility Code** as is showing in your Order Location.

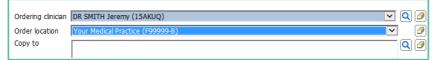
			OR SMITH James	20ATDE	HPI Facility	MC66438
	- Choose one -		DR SMITH Jared	13074	HPIFacility	MC49974
	Your Medical Practic	: (F999999-8)	DR SMETH Jennifer	10040	HPIFacity	BUCK
	1		OR SMETH Jeremy	15440,42	HPEFacility	F99999-8
Order priority	Routine		OR SMCTH Joanna	278,60	HPLFackty	MC70329
			OR SMETH Jonathan	16AUNF	HPIFacility	BULK
Cinical details		OR SMITH July	128QFG	HP1 Facility	BULK	

- 1.1.9 This is particularly important if your doctor works in a number of different locations.
- 1.1.10 If you choose a doctor with a different Facility code, eOrder will report an error.

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- 1.1.11 If your doctor is not listed with your Facility code, please contact the eOrder team and arrange to set up the doctor for your practice.
- 1.1.12 Click on the doctor to select and add to the order.



1.1.13 The doctor will be available in the drop down list hereafter.



1.1.14 The look up process is the same for Copy To doctors you may need to add.

