



## FAQ – How to search for and add Requestors?

- 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.

Order Details

Ordering clinician: Dr DOOLITTLE Barnaby (962222)

Order location: Your Medical Practice (F99999-B)

- 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.

Clinician Search

To search this dictionary, enter 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.

Ordering clinician	Order location	Copy to	Order priority	Clinical details	Requestor Name	Requestor ID	Requestor Facility	Requestor Code
Choose one	Your Medical Practice (F99999-B)		Routine		DR SMITH James	20ATDE	HPI Facility	MC66438
					DR SMITH Jared	13HTAU	HPI Facility	MC49974
					DR SMITH Jennifer	344MBY	HPI Facility	BULK
					DR SMITH Jeremy	15AKJQ	HPI Facility	F99999-B
					DR SMITH Joanna	27SLFD	HPI Facility	MC70329
					DR SMITH Jonathan	16ALNF	HPI Facility	BULK
					DR SMITH Julie	12BQFG	HPI 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.



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.

Ordering clinician **DR SMITH Jeremy (15AKUQ)** [dropdown arrow] [search icon] [edit icon]  
Order location **Your Medical Practice (F99999-B)** [dropdown arrow] [edit icon]  
Copy to [text field] [search icon] [edit icon]

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

-- Choose one --  
Dr DOOLITTLE Barnaby (96ZZZZ)  
DR SMITH James (20ATDE)  
DR SMITH Jennifer (14AHNY)  
**DR SMITH Jeremy (15AKUQ)**  
Your Medical Practice (F99999-B) [dropdown arrow]

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