

### How to Search for and Add Requestors and Copy to Doctors

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.
2. After you have **completed and placed an order** for this doctor once, s/he will be added to the drop down list so that you can select from the list in future.
3. Start by clicking on the Search icon on the right.

2. eOrder will display a search screen.
3. Type the **surname**, a space and then the **initial** into the Name field.
4. Then Click on the Search button on the right of the Name field.

5. eOrder will display a list of requestors.
6. 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
Dr DOOLITTLE Barnaby (96ZZZZ)	Your Medical Practice (F99999-B)		Routine	
DR SMITH James 20ATDE	HPI Facility			MC66438
DR SMITH Jared 13HTNU	HPI Facility			MC49974
DR SMITH Jennifer 14AHNY	HPI Facility			BULK
DR SMITH Jeremy 15AKUQ	HPI Facility			F99999-B
DR SMITH Joanna 27BLPD	HPI Facility			MC70329
DR SMITH Jonathan 16AUVF	HPI Facility			BULK
DR SMITH Julie 12BQFG	HPI Facility			BULK

7. This is particularly important if your doctor works in a number of different locations.

8. 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.
9. Click on the doctor to select and add to the order.

10. Complete the eOrder.
11. So long as you **place** the eOrder, the doctor will be available in the drop down list hereafter.

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

12. Start by clicking on the Search icon to the right of the Copy To field.
13. You can also look up practices and hospitals in the same way.
14. You can add up to five doctors in the Copy To field.
15. If the Copy to doctor you require is not found when you search, type 'unkn' into the search field.

Name	Code	Location	Code
Unknown Doctor-Record in clinical detail...	UNKNDR	Unknown Location	UNKNOWN

16. Select "Unknown Doctor" in the results.
17. Then type the name of the Copy To doctor into the Clinical Details field.