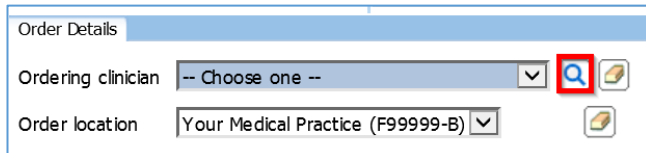


How to Search for Requestors and Copy to Doctors

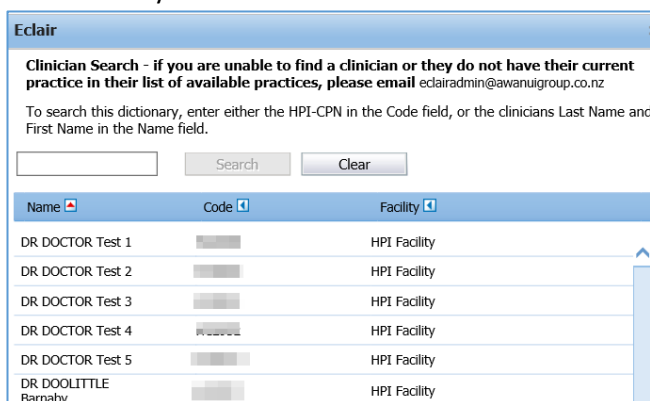
The first time you wish to request on behalf of a clinician, you will need to search for them. Once an order has been completed for the clinician, their name will be retained in your drop-down list.

Adding a new requestor to the drop-down list

Start by clicking on the magnifying glass next to the "Ordering clinician" drop down.

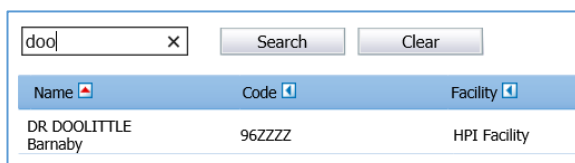


Up to 50 requestors from the facility will be displayed automatically.



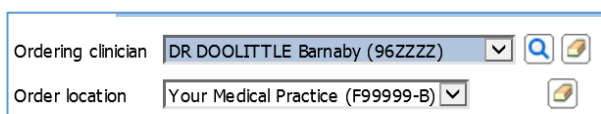
Name	Code	Facility
DR DOCTOR Test 1		HPI Facility
DR DOCTOR Test 2		HPI Facility
DR DOCTOR Test 3		HPI Facility
DR DOCTOR Test 4		HPI Facility
DR DOCTOR Test 5		HPI Facility
DR DOOLITTLE Barnaby		HPI Facility

You can either select a name from the list or filter the results by typing the clinician's name or HPI-CPN number. The search will begin automatically once you have entered at least three characters. Click on the name to add the requestor.



Name	Code	Facility
DR DOOLITTLE Barnaby	96ZZZZ	HPI Facility

They will now display in the Ordering Clinician field.



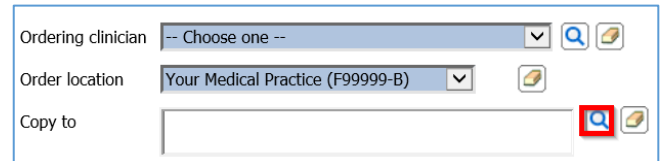
Note: the name will not be retained in the drop-down until an order has been placed.

What if you are still unable to find a clinician?

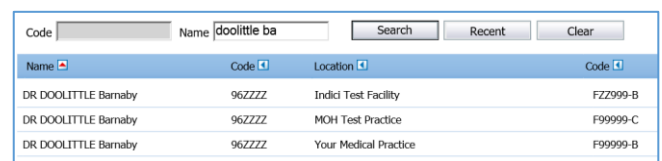
If you are unable to find the clinician, or if they are new to a practice, email eclairadmin@awanuigroup.co.nz with their council or HPI-CPN number to have them added.

Adding a Copy To on an eOrder

Click on the magnifying glass next to the "Copy To" box



In the search screen, you can search by using the clinicians HPI-CPN number in the "Code" field, or by typing their surname and an initial in the "Name" field. Click "Search".

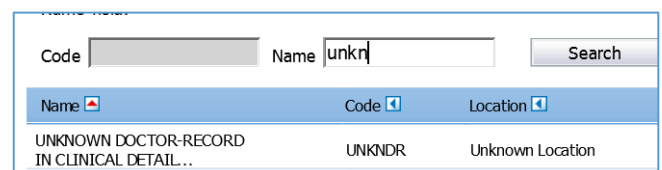


Name	Code	Location	Code
DR DOOLITTLE Barnaby	96ZZZZ	Indici Test Facility	FZZ999-B
DR DOOLITTLE Barnaby	96ZZZZ	MOH Test Practice	F99999-C
DR DOOLITTLE Barnaby	96ZZZZ	Your Medical Practice	F99999-B

eOrder will display a list of clinicians who match the information searched on. As clinician can work across multiple health care facilities, they may have multiple locations - take care to select the correct location.

What if I can't find a Copy To clinician at the location I want?

Type "unknown" into either the Code or Name field, Search and select the "Unknown Doctor" and then type the name/location of the clinician you are looking for into the Clinical Details field.



Name	Code	Location
UNKNOWN DOCTOR-RECORD IN CLINICAL DETAIL...	UNKNDR	Unknown Location