



# PHYSICIAN NOT IN DATABASE HOSPITAL INFORMATION SYSTEM (HIS)

## ALL CLERKS

**Note:** If you are unable to locate the correct physician in the Physician Directory Search, ensure that you are searching in the Primary Care Provider (PCP) field. This field can be found on the Encounter Tab in the OP Ambulatory Registration Conversation.

\* Primary Care Provider (PCP):

If the physician is not in the Physician Directory Search, complete the following steps.

1. Enter **Unavailable, Physician** in the Attending field

\* Primary Care Provider (PCP): Unavailable, Physician Center

\* PCP Last Name: [highlighted]

PCP First Name: [ ]

PCP CPSO: [ ]

PCP Clinic Name: [ ]

PCP Address: [ ]

\* PCP City: [highlighted]

\* PCP Province: [highlighted]

PCP Postal Code: [ ]

PCP Phone #: [ ]

PCP Fax: [ ]

\* Visit Information to PCP?: [ ]

2. Enter details in the highlighted fields as appropriate.
3. Finish Registration

Once unavailable, physician is entered, the information is written to the Unavailable Physicians worklist for follow up.

**Note:** This is the **ONLY** way that a provider that is not in the list should be entered.

The provider information should be entered within the fields in the conversation (as above) not in the provider dictionary pop-up (See example right).

If you do a search and the provider dictionary pops-up, there is a "new provider" field in there that you can edit, but it goes nowhere. **DO NOT USE** this pop up. Management has asked for it to be removed or disabled however, it cannot not be done.

Provider Selection

Last name: unavailable First name: physiocenter Suffix: [ ]

Title: [ ] Alias: [ ] Alias type: [ ]

Username: [ ]

Search By:  Internal

Limit by group  No data filtering

Limit by organization  No data filtering

Limit by position  No data filtering

Limit by relationship  No data filtering

Buttons: Search, ~~New Provider~~, Preview, Clear