Looking up Providers from the Word Plug-in

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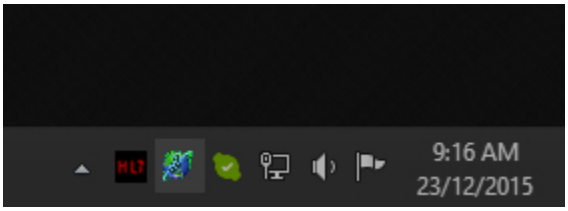
Overview

This guide provides an overview on looking up Doctors and providers using the Medical-Objects Word plugin.

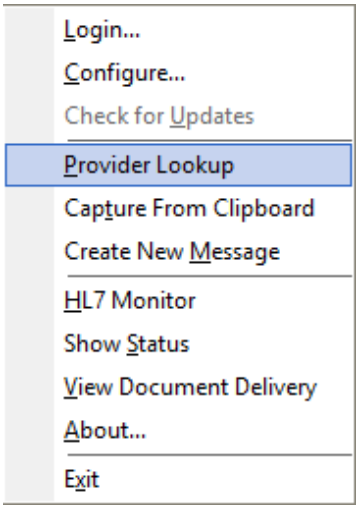
If you have any questions or require assistance, Please contact the Medical-Objects helpdesk on (07) 5456 6000.

Looking up providers

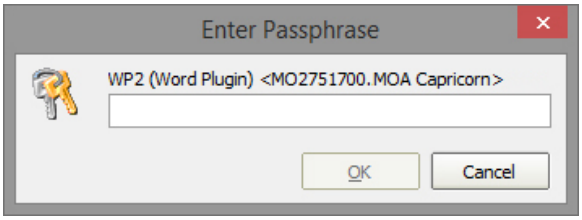
1. Locate the Medical-Objects Word Plugin software in your taskbar.



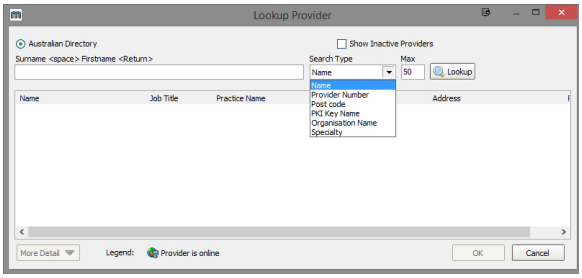
2. Right click on the Globe icon, and select **Provider Lookup.**



3. You may be prompted for your password. Enter it in the box shown below. If you do not know your password, Please contact the Medical Objects Helpdesk (07) 5456 6000.

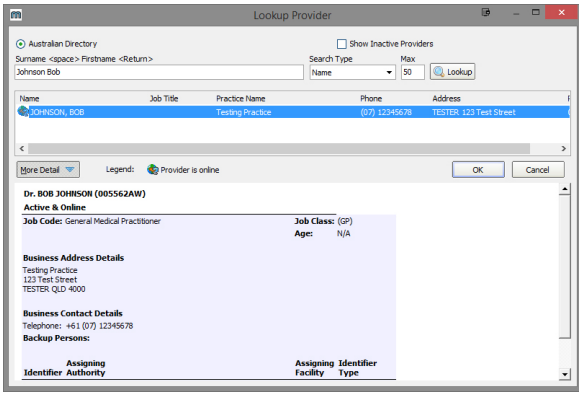


4. The **Provider Lookup** window will look like below. There are multiple ways to search - The most commonly used is **Name.** The name search is used by entering the **Surname** < space > **Fi rstname** (or parts of each) into the box provided. When you click on the **Lookup** button, results will be displayed.



5. When you click on one of the search results, the provider number of the provider you clicked on will be copied to the clipboard.

6. You can also look at additional details of that provider if you press the **More Detail** button at the bottom of the window.



7. If you are using the **Provider Lookup** in conjunction with a practice management software package for the addressing of reports, you can now paste the copied provider number into the appropriate field inside your software.

Having issues finding a doctor? Try the following:

- Change the search type to **Organisation**, and search for the practice name.

- Try a partial name search if you're unsure of the full name. "Bob Johnson" can be found by searching for "John B" or "Jo Bob".

- If the doctor has a space in their surname, try leaving out the space. For example, "Bob Von Doctor" can by found by searching "VonDoctor" as the surname.