

Looking up a Doctor or Provider

Overview

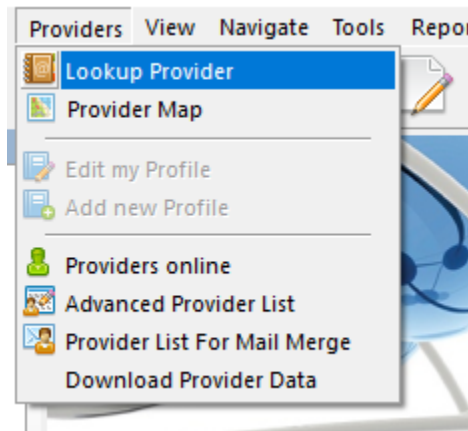
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This guide provides a brief overview on looking up a doctor or provider using the Medical-Objects Explorer (Meridian).

If you require any assistance with the installation or configuration, or if you have any questions, please contact the Medical-Objects Helpdesk on (07) 5456 6000.

Using the Provider Lookup

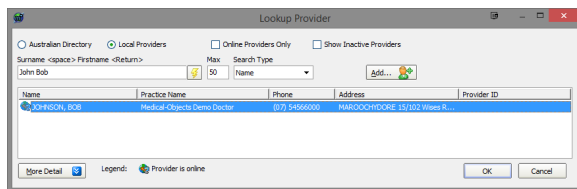
1. Select the **Lookup Provider** from the **Providers** menu.



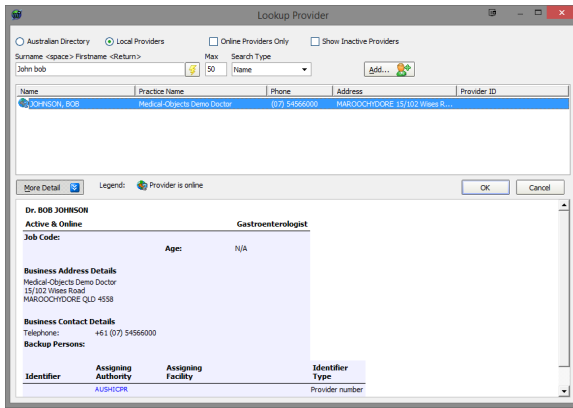
Or select the **Address Book** icon shown below.



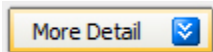
2. To search for a doctor, type the doctor's surname or first name or any part thereof into the search box, and press enter or the execute search button (lightning bolt) located at the right hand side of the box. It is recommended that a few letters from both the surname and the first name are used when searching to allow for potential variations in spelling.



3. Click on the doctor's name to view their details, and press enter or click the **OK** button on the bottom of the **Lookup Provider** windows to view the doctor's details.



- This information can also be accessed by click on the **More Detail** button at the bottom of the **Provider Lookup** window



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 be found by searching "VonDoctor" as the surname.