USER GUIDE

Search PHYSICIAN

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Pharmacon ITC303/309 Group

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# Introduction

## Scope and Purpose

The purpose of this user guide is to provide instructions on how to search for a physician that has already been entered.

No other features of the Pharmacy Error Tracker (PET) application will be discussed in this user guide.

* To be able to use PET, the user will need basic knowledge of logging into an online application and using a search function to locate records.
* This feature is only available to a user with administrator rights.
* NOTE:

New Physicians are added via the Log Error Form.

## Process Overview

The administrator will need to log into PET using their valid username and password.

* The Welcome Page will be presented on successful login.
* The administrator will need to select Search Physician via the menu bar or the button on the menu page.
* The user is to enter a search criterion.

# Search Physician

To search for a physician, the user will need to launch the application, login with a valid user name and password with administration rights. Using the search bar, the user will be able locate a physician or multiple physicians relating to the search criteria entered.

## Login – Administration User

User must have access to the application.

User must have a valid username and password with administration rights.

### To Log in to Pharmacy Error Tracker (PET):

1. Launch the application.
2. Click in the Username field.
3. Enter username.
4. Tab or click in Password field.
5. Enter password.



1. Select LOGIN to access PET.

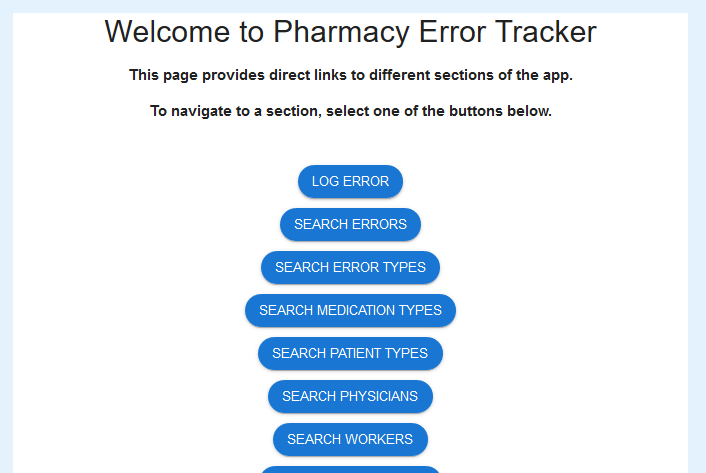
NOTE:

Users entering an invalid username and/or password will not beable to access PET.

## Search Physicians

### Navigate to Search Physicians

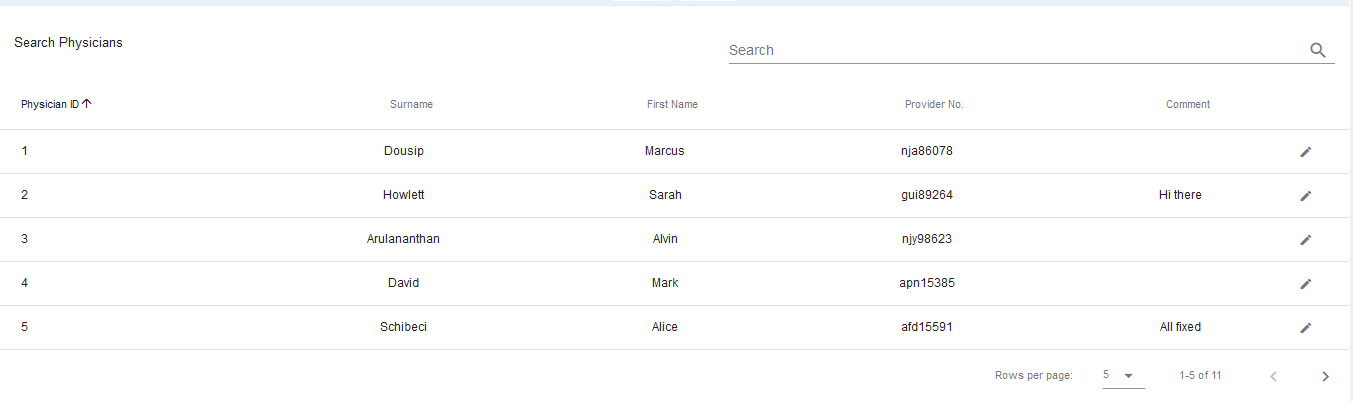
1. From the Welcome Page, there are two ways to navigate to “Search Physician”:
   1. Select the “Search Physician” from the list



* 1. From the Menu Bar, hover your mouse over “Search…” and select “Search Physician”



1. A list of physicians in the database will appear, showing the first five (5) entries.



* 1. To change the number of records being shown, click on the drop-down arrow at the bottom-right corner and select number of records you wish to see.

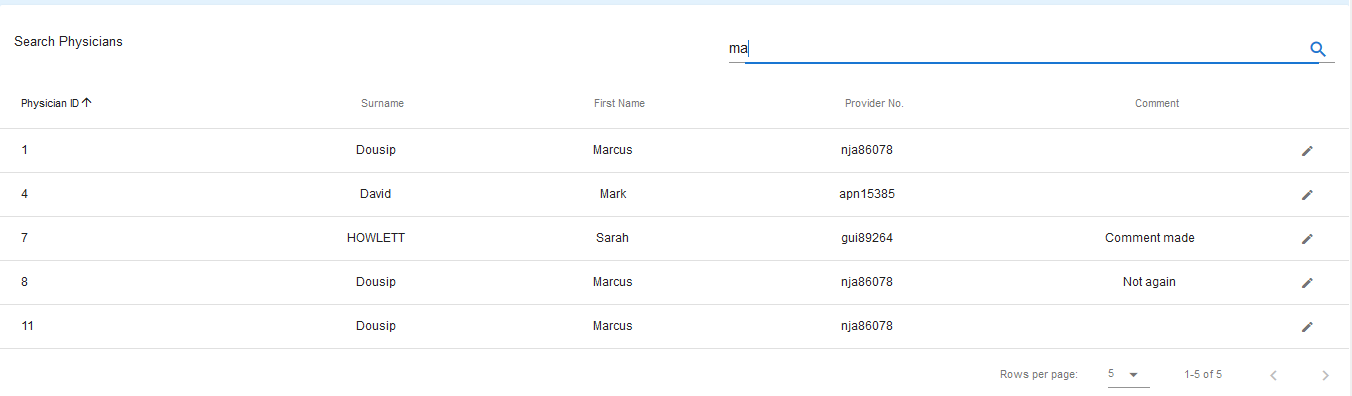


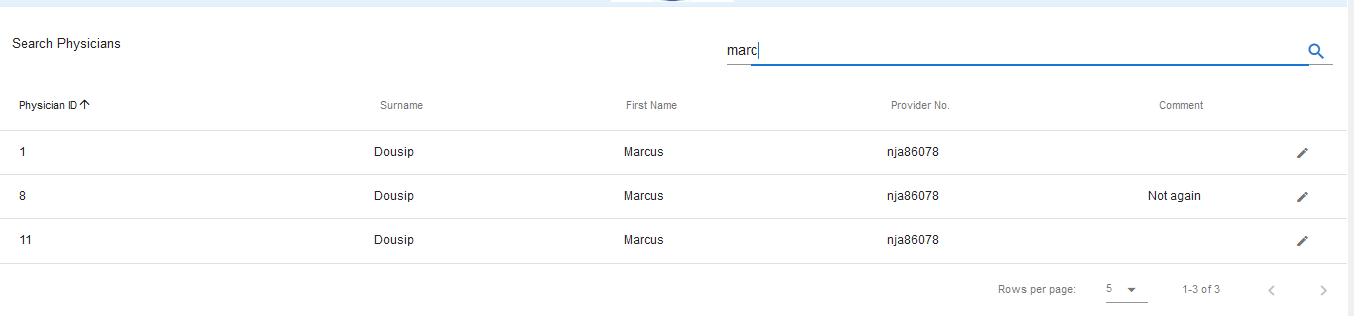
### Search Physicians

1. To search for a specific record, enter the criteria in the search field located at the top-right corner.



1. The search criteria entered will find any record that matches that criteria in the fields shown in the headings. Entering a more detail criteria will narrow the number of records that are returned. Entering “ma” returns 5 records of those available.  
     
   By entering “marc” the search is narrowed further.





1. To search for another physician record, repeat from step 1.

## Physician Update

A physician record can be loaded into the Physician Details form from a search, be amended and the record in the database updated. Please see the **User Guide - Update Physician** for instruction.

If you encounter issues not addressed by this user guide, please contact your account manager for additional support.