

## PPR PROVIDER LOOKUP (PROVIDER DICTIONARY) HOSPITAL INFORMATION SYSTEM (HIS)

All clerks have access to add an application called **PPR PROVIDER LOOKUP** to their App Bars. This is the new equivalent to the Provider Dictionary in Meditech (222).

- 1. Customize your App Bar and look for **PPR Provider Lookup** PPR Provider Lookup. Select the box to the left of the application name and click OK. The application will now be on your App Bar.
- 2. From the App Bar, click on the application icon.
- 3. When the application opens, click on the **Preferences** button in the bottom-right (you only need to complete these steps once).

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4. In the preferences screen, select **Physicians only** and **No organization restrictions** and then click save.









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- 5. In order for these changes to stick, you need to close out of the application and re-open it. Click **Exit** to completely close out of the application then launch it again from your app bar.
- 6. Now you can search a provider and view internal and external entries. To view more details, click on the desired name in the list, and then select **Preview**

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7. A window will open with more details on the selected provider.



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