



## How to search/select the correct Provider

### Registration/Scheduling Clerks

1. The Provider Dictionary was copied over from Meditech. However, many of the Providers have been removed from the list due to retirement/non-practicing.
2. In the provider field you can start searching by typing the last name of the provider, first name or by entering the first few letters as well. If that provider is the only one with that last name, the field should auto-fill. If not, you will see “multiple matches” in which case you will click on the search icon to give you a list. You can also start by clicking on the search icon to start and entering information in the Provider selection fields.

OP Ambulatory Registration

Images

* Last Name:	* First Name:	Middle Name:	Preferred First Name:	Maiden Name:	Previous Last N
ZZTEST	TAYLOR ANN				
* What was your sex assigned at bir...	* What is your current sex?:	* What pronoun(s) do you use?:	* Birth Date (DD-MMM-YYYY):	Age:	Medical Recor
Do Not Know	Do Not Know	Do not know	02/Feb/2003	21Y	11000948

Provincial Health Card Information

* Health Card Available?:	* Health Card Number:	Version Code:	Health Card Expiry Date:	HCV Response Code:	Visit Response
Yes	ON 6666-666-688	TB	**/**/****		

Patient Information Social Contacts Primary Insurance Additional Insurances Insurance Summary Encounter Information Risk Questions Alerts

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\* Primary Care Provider (PCP):

chan «Multiple Match»

\* Attending Provider:

Referring Provider:

Other Provider:

Consulting Provider:



- To see the providers information ie address, etc once you have clicked on the search icon highlight the provider you wish to see the information for and click on “preview”, and this will show you the address.

**Provider Selection**

Last name:  First name:  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

View physicians only

Name	Organizations	Services	Aliases	Positions	Username
Luterman, Maynar...			CPSD Number=5...	External Office	
Luterman, Maynar...			CPSD Number=5...	External Office	
Luterman, Maynar...			CPSD Number=5...	External Office	
Luterman, Maynar...			CPSD Number=5...	Physician - Family...	LUTMA

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**Provider Selection**

\* Last Name:

\* What was your...

Provincial Health Card

\* Health Card A...

Patient Information

01/25/2025

\* Primary Care

\* Attending Provider

Referring Provider

Other Provider

Consulting Provider:

**Provider Info**

Item	Value
Name	Luterman, Maynard - Niagara WI
Username	
Physician	Yes
Aliases	
CPSD Number	59109
Address	
Business	Niagara Walk-In Clinic-Walmart 7481 Oakwood Drive Niagara Falls, Ontario L2E 6S5 Canada
E-mail	



- To search by mnemonic if it does not appear beside the physicians name in the search results (more for external providers) you click on the search icon, in the “alias” field type the providers mnemonic, and in the “alias type” field “external identifier”. Make sure all other fields are blank and click “Search”. Highlight the provider if it is correct and click “OK”.

The screenshot shows the 'Provider Selection' window. The 'Alias' field contains 'lutma' and the 'Alias type' dropdown is set to 'External Identifier'. A list of alias types is visible, including 'External Identifier', 'Assurance Level 3 Credential ID', 'COMMUNITY DR NBR', 'CONTROLLED SUBSTANCE NBR', 'DOCDEA', 'DOCUPIN', 'General Dental Practitioner Number', 'Healthcare Prescriber Id', 'InterMedx Access Ind', 'LICENSENBR', 'Medicaid', 'Messaging', 'National Provider Identifier', 'NOW GP', 'ORGANIZATION DOCTOR', 'OTHER', 'Personnel Badge ID', 'Personnel Primary Identifier', 'Post Code', 'Provider Directory ID', 'Provider Directory Link ID', 'Provider Group Number', 'Provider Num', 'PRSNLID', 'SureScripts Prescriber Index', 'Tax Identifier', 'Taxonomy ID', 'USERID', and 'Username'.

- If it is one of our internal providers you can search by mnemonic using the “username” field. Make sure all other fields are blank and click “Search”. Highlight the provider if it is correct and click “OK”.

The screenshot shows the 'Provider Selection' window with the 'Username' field containing 'lutma'. The search results table is as follows:

Name	Organizations	Services	Aliases	Positions	Username
Luterman, Maynar...			CPSO Number=5...	Physician - Family...	LUTMA

Orange arrows point to the 'Search' button, the 'Username' field, and the 'OK' button.



6. In the event that your search does not yield the correct provider, but you know they are there, please make sure that all the “filter” boxes are unchecked.

A screenshot of a software window titled "Provider Selection". The window contains several input fields: "Last name:", "First name:", "Suffix:", "Title:", "Alias:", "Alias type:", and "Username:". Below these fields is a "Search By:" section with a radio button selected for "Internal". Underneath, there are four filter options, each with an unchecked checkbox and a "No data filtering" button: "Limit by group", "Limit by organization", "Limit by position", and "Limit by relationship". A checkbox labeled "View physicians only" is checked. At the bottom, there is a table with columns for "Name", "Organizations", "Services", "Aliases", "Positions", and "Username". The table is currently empty. On the right side of the window, there are buttons for "Search", "New Provider", "Preview", and "Clear". At the bottom right, there are "OK" and "Cancel" buttons.

7. Note: All the external providers retained their Meditech mnemonic, but some of the internal changed to their sign on/username vs the Meditech mnemonic. For example the ZZHOSP's and ZZNUP's prefix for internal providers no longer exists. However, the midwives and physician assistants retained the ZZMID and ZZPA prefixed mnemonics.



- You can distinguish and internal provider by a specified position and username in the search results. For example: below Chan, Terrance has a position of Physician-General Internal Medicine in the **“Positions”** column and his mnemonic is listed under the **“Username”** column. ALL external providers will have a position of **“External Office”**.

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Provider Selection

Last name: chan First name: 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

View physicians only

Name	Organizations	Services	Aliases	Positions	Username
Chan, Tak-Leung			CPSO Number=6...	External Office	
Chan, Terence, F...			CPSO Number=8...	Physician - Gener...	CHATE
Chan, Tommy Kw...			Billing Number=24...	External Office	
Chan, Wai Sun			Billing Number=02...	External Office	
Chan, Wilfrid Chi...			CPSO Number=1...	External Office	
Chan, William Wa...			Billing Number=04...	External Office	
Chan, Winnie, FR...			CPSO Number=9...	Physician - Cardio...	CHAWI
Chanclani, Rahul			CPSO Number=1...	External Office	
Chander, Ankush...	Pathology		CPSO Number=1...	Laboratory - AP.P...	CH&AN

Consulting provider:

- In the event that the encounter does not have an Attending provider, please select **“NO ATTENDING, No Attending Provider”**. Type **“No”** into the Attending Provider field and click on the search icon, it will be the first provider listed.

**\*\*In the event that a provider is not in the database and needs to be added to the dictionary, please create a service desk ticket to have them added. To enter an adhoc provider for an encounter please follow the [Physician Not in Database tip sheet](#)\*\***