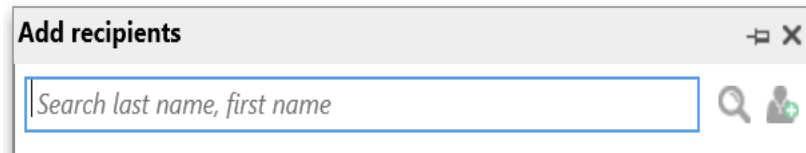# Searching Physician & non-Physician names in Fluency Flex

When searching for a physician or non-physician name for CC or in Family Physician field, the Basic search criteria is, "**Last name, First name**"

Exception: If the physician has more than 1 word in the last name, you **must enter both words or at least the first word and 1st letter of the second word followed by a comma**.
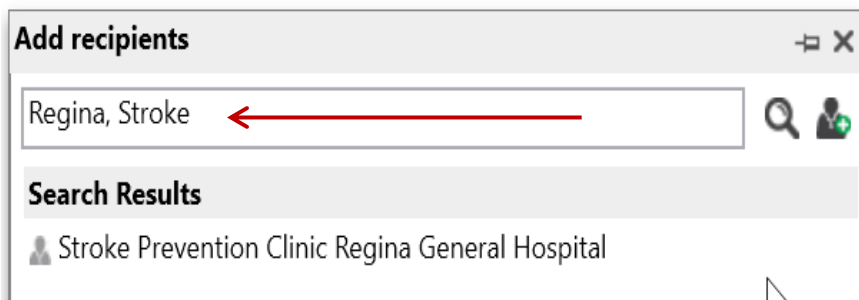
E.g.: Last Name: van h, or van heerden,

Note: If the comma is not added, the space between the two-word name is automatically treated as last name and first name, resulting in incorrect search or no matches found.

SEARCHING FOR NON-PHYSICIAN ENTITIES:
Non-people entities (clinics/departments) are listed with the facility in the "Last Name" field.
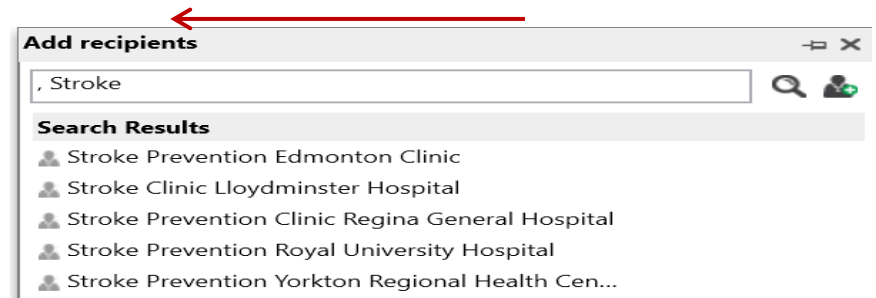
For example, if you are looking for a Stroke Clinic,

- If you know the facility that you are looking for, such as Regina General Hospital, you can enter the search criteria as:
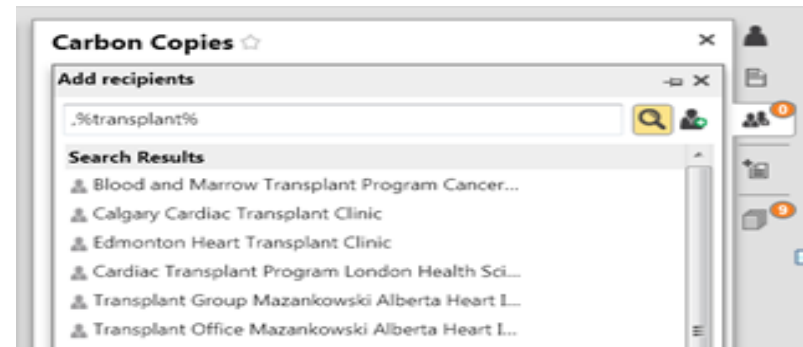

- If you are looking for a department/clinic province wide, you can search by leaving the Last Name field blank (first name preceded by a ","):

USING WILD CARD SEARCH OPERATOR (%):

When searching for any entity (physician or non-physician) and you are not sure about the spelling or it might be listed differently, you can use the wild card character (%) for a broader search.

- For example, if you are looking for a Transplant Clinic, you can use the following search:

  (no last name, only part of 1st name preceded by comma)

This will display all results that have word TRANSPLANT anywhere in the first name)

Searching Physician & non-Physician names in Fluency Flex

While we always strive to make the naming convention consistent and easy to search, there might be some exceptions. For any such instances, following combinations <u>with the use of %</u> can be used:

For example, if you are looking for a **clinic**,

- **%clinic%**   (wildcard search that will list all entries that have **Clinic in the last name**)

  (last name only, no first name)

- **, %clinic%**   (wildcard search that will list all entries that have **Clinic in the first name**)

  (no last name, first name only)

Likewise, Acquired Brain Injury Clinic at Wascana (also known as **ABI**) can be searched as,

      Wascana, Acquired or   **, %acquired%**   or   **,%abi%**

Similarly, MEDEC Clinic at RGH (sometimes referred to as **Lipid Clinic**) can be searched as,

      Regina,%MEDEC% or   **Regina, %lipid%**   **or**   if unsure of location, just   **, %MEDEC% or**   **, %lipid%**

FAVORITES:

- Once you have found a name and if it is something you may use frequently, there is an option to save those as "favorites".
- When you hover the mouse over a name in the search results, click on the Star (✰) to add to favorites.
- Once added, the favorites list will appear every time you initiate a new search.