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"

Add recipients	-= X
Search last name, first name	Q 🌡

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: <u>van h,</u> or <u>van heerden</u>,

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 ","):

←────	
Add recipients	-= ×
, Stroke	Q 🏜
Search Results	
a Stroke Prevention Edmonton Clinic	
🏝 Stroke Clinic Lloydminster Hospital	
a Stroke Prevention Clinic Regina General Hospital	
Stroke Prevention Royal University Hospital	
a Stroke Prevention Yorkton Regional Health Cen	

Carbon Copies 🌣	×	▲.
Add recipients	-= ×	B
,%transplant%	Q 🏜	46
Search Results	*	*0
& Blood and Marrow Transplant Program Cancer		000
👗 Calgary Cardiac Transplant Clinic		
& Edmonton Heart Transplant Clinic		
🏯 Cardiac Transplant Program London Health Sci		
🏯 Transplant Group Mazankowski Alberta Heart L.		
🏯 Transplant Office Mazankowski Alberta Heart I	=	

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 <u>Transplant Clinic</u>, 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 with the use of % can be used:

For example, if you are looking for a clinic,

- <u>%clinic%</u> (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.

dd recipients		-= X 🗄	
regina, stroke	_	۵۵ مه	0
Search Results		***	
👗 Stroke Prevention Clinic Regina General Hospital		> 🟠 🛄	
	Stroke Prevention Clinic Reg	ina General Hospita	il
	Fax: 30	6-766-3959	