

Manage Providers

Function:

[Search](#)

Business context

When enrolling a new service provider to receive vaccines, public health offices may wish to confirm that the service provider is licensed to provide vaccines. The **Provider** function in Panorama provides a source of this information.

Triggers

- A public health office would like to enroll a new provider to receive vaccine and wishes to confirm that the provider is a licensed provider.

Business Roles

A Manage Provider search will be completed by the Biological Coordinators, Admin staff, and other public health roles as required.

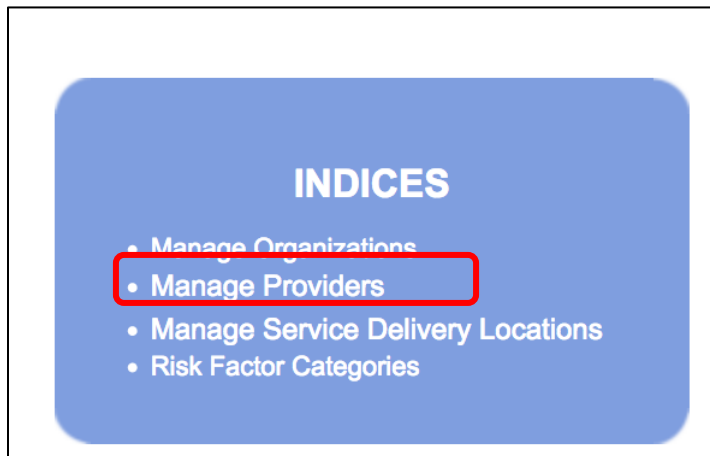
Panorama Role

Both the Inventory Zone and the Inventory Provincial roles have the permissions to search for providers in the Provider component of Panorama.

Steps: Search

Overview Steps: Click Admin tab>Manage Providers>Add criteria>Search

1. Click on the **Admin** tab at the top of the Panorama dashboard.
2. In the **Indices** section, click on **Manage Providers**.



3. The **Search Provider** screen displays.
4. The following fields may be completed for a search.

- First Name
 - Last Name
5. Wildcard searches may be used to support the search process. For example, to generate options for a name starting with A write A%.

Search Provider

Search Criteria Contains Data ^ Hide Criteria

Wildcard characters % (multiple letters) and _ (single letters) can be used when searching by First or Last Name. Wildcard-only searches not allowed. Include Inactive Providers

Last Name: First Name:

Provider Role Type: Provider Role Status:

To specify an Organization first click on the 'Find' button. Then search, or type the name of the organization to specify, select it and click on 'Select' button. Then click 'Close' to close.

Organization: Top Level > Level 2 (specific one) > Level 3 (specific one) > [Selected Level 4 Organization]

More Criteria Show More Criteria

- Provider Role Type from the dropdown menu.
 - Provider Role Status from the dropdown menu.
 - Organization
6. Click **Search**.
 7. The results will generate in the **Search Results** section.

Search Results

Hide Search Results ^

5 providers found Click on radio button to select.

	First Name	Last Name	Role Type	Role Status	SDL Name	SDL City
<input type="radio"/>	Aaron	SMITH	Medical Doctor	Active		
<input type="radio"/>	Alyssa	SMITH	Medical Doctor	Active		
<input type="radio"/>	Amanda	SMITH	Medical Doctor	Active		
<input type="radio"/>	Andrew	SMITH	Medical Doctor	Active		
<input type="radio"/>	Anita	SMITH	Medical Doctor	Active		

8. For more detailed search criteria, click the **Show More Criteria** dropdown lists. Criteria includes:
 - Provider Expertise
 - Identifier Type, e.g., license type

- Identifier – e.g., license number
- Work Address

More Criteria
⤴ Hide More Criteria

Provider Expertise:

Identifier Type: Identifier:

Find by:

A General Work Location:

Service Delivery Location Name:
Wildcard characters % (multiple letters) and _ (single letters) can be used when searching by name. Wildcard-only searches not allowed.

Country:

Address:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit No.	Street No.	Street Name	Street Type	Street Direction
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
P.O. Box	STN	RPO	Rural Route	

Province / Territory: City:

Postal Code

A Specific Work Location:

To specify a Service Delivery Location first click on the 'Find' button. Then search, or type the name of the Service Delivery Location you wish to specify, select it and click on 'Select' button. Then click 'Close' to close.

Service Delivery Location: Top Level > Level 2 (specific one) > Level 3 (specific one) > [Selected Level 3 Location]
Find

9. To clear the search, click the **Clear** button.
10. To retrieve a prior search, click the **Retrieve** button.
11. To search for another provider, click the **New Search** button.
12. Clicking the **Cancel** button takes a user to the **Service Delivery Location** screen.